

Unemployment Claims Kit

Important information about filing for
unemployment and finding a job

If you filed a claim for unemployment, it is important
that you read the information in this kit and keep it
for future reference.



**Employment
Security
Department**
WASHINGTON STATE

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Unemployment Insurance Benefits

This is your Unemployment Claims Kit, which provides important information about unemployment insurance claims. You are responsible for reading and understanding the information in this booklet, along with all other information we mail to you. Your failure to read all information could result in a denial of benefits. If you cannot read English and need help understanding any of this information, contact the Unemployment Claims TeleCenter. They have interpretive services available free of charge.

Este es su Manual para Reclamos por Desempleo con información importante acerca de reclamos del seguro por desempleo. Usted tiene la responsabilidad de leer y entender la información en este manual y cualquier otra información que le enviemos por correo. Si falla al no leer toda la información, podría resultar en denegación de beneficios. Si no puede leer inglés y necesita ayuda para entender cualquier parte de esta información, por favor comuníquese al TeleCentro para Reclamos por Desempleo. Ellos tienen servicio de interpretación sin cargo para usted.

នេះគឺជាតួនាទីរបស់ល្បែងការទាមទារប្រាក់ធានាពេលគ្មានការងារធ្វើរបស់អ្នក ដែលមានផ្តល់ព័ត៌មានអំពីការទាមទារការធានារ៉ាប់រងពេលគ្មានការងារធ្វើ ។ អ្នកត្រូវទទួលខុសត្រូវ សំរាប់ការអាននិងយល់ដឹងអំពីព័ត៌មាននៅក្នុងកូនសៀវភៅនេះ ជាមួយនឹងព័ត៌មានទាំងអស់ដទៃទៀត ដែលយើងផ្ញើជូនអ្នក ។ ការខកខានមិនបានអាននូវព័ត៌មានទាំងអស់នេះអាចនាំលទ្ធផលឲ្យមានការបដិសេធ នូវបំណាច់ធានា ។ បើអ្នកមិនអាចអានភាសាអង់គ្លេសបាន ហើយត្រូវការជំនួយដើម្បីឲ្យយល់នូវព័ត៌មាន ទាំងនេះណាមួយ ចូរទាក់ទងតាមមណ្ឌលទូរស័ព្ទ TeleCenter នៃការទាមទារពេលគ្មានការងារធ្វើ ។ ពួកគេមានសេវាកម្មប្រែភាសាអាចបំរើដោយមិនទាមទារថ្លៃឡើយ ។

이 것은 귀하의 실직수당 청구 패키지입니다. 이 패키지에는 실직수당보험 청구에 관한 주요 정보가 들어 있습니다. 귀하는 당국이 귀하에게 우송한 기타 모든 정보를 비롯하여 이 소책자의 정보를 읽고 이해할 책임이 있습니다. 모든 정보를 읽지 않으실 경우 급부금 지급이 거절되는 수도 있습니다. 영어를 읽을 수 없거나 이 정보를 이해하는 데 도움이 필요하신 분은 실직수당 청구 TeleCenter로 연락하십시오. 무료로 통역서비스를 받으실 수 있습니다.

ສິ່ງເຫຼົ່ານີ້ແມ່ນອຸປະກອນໃນການຂໍຮ້ອງກິນເງິນຫວັງງານຂອງທ່ານ, ຊຶ່ງຈະໃຫ້ລາຍລະອຽດອັນສໍາຄັນ ກ່ຽວກັບການຮ້ອງຂໍກິນເງິນປະກັນໄພຫວັງງານ. ທ່ານມີໜ້າທີ່ຮັບຜິດຊອບໃນການອ່ານ ແລະໃຫ້ເຂົ້າໃຈລາຍລະອຽດຢູ່ໃນປຶ້ມນ້ອຍຄູ່ນີ້, ພ້ອມກັບລາຍລະອຽດອື່ນໆທັງໝົດທີ່ພວກເຮົາສົ່ງໃຫ້ທ່ານ. ຂໍ້ປົກຄອງຂອງທ່ານທາງບໍ່ອ່ານ ເບິ່ງລາຍລະອຽດທັງໝົດນີ້ ສາມາດເປັນເຫດໃຫ້ມີການປະຕິເສດຂອງລາຍຮັບ. ຖ້າທ່ານທາງບໍ່ສາມາດອ່ານພາສາອັງກິດແລະຕ້ອງການຄວາມຊ່ວຍເຫຼືອໃຫ້ເຂົ້າໃຈ ລາຍລະອຽດອັນໃດອັນນຶ່ງນີ້, ໃຫ້ຕິດຕໍ່ຫາສູນກາງຂອງການຂໍຮ້ອງກິນເງິນຫວັງງານ. ເຂົາມີການບໍລິການກ່ຽວກັບການແປພາສາໄວ້ຮັບໃຊ້ທ່ານໂດຍບໍ່ໄດ້ຄິດເອົາມູນຄ່າຫຍັງເລີຍ.

Это ваш комплект документов для подачи страховых требований в связи с безработицей (Unemployment Claims Kit), который содержит важную информацию о страховых требованиях в связи с безработицей. Вы обязаны прочесть и уяснить всю информацию, содержащуюся в этой брошюре, а также все прочие информационные материалы, которые мы будем направлять вам почтой. Если вы не прочтете всю указанную информацию, это может привести к тому, что вам будет отказано в предоставлении пособий. Если вы не можете читать по-английски и вам необходима помощь, чтобы понять смысл этой информации, обратитесь в Телекоммуникационный центр по страховым требованиям в связи с безработицей (Unemployment Claims TeleCenter). Эта организация бесплатно предоставляет услуги устных переводчиков.

此为您的失业补助申请文件包，其中含有相关失业保险福利申请的重要信息。您有责任细读并理解此手册中的内容以及我们邮寄给您的其它资料。不细读全部资料有可能导致福利申请受到拒批。如果您看不懂英文并需要帮助才能理解上述资料，请联络失业补助申请电话服务中心(Unemployment Claims TeleCenter)。该处可免费提供口译服务。

Đây là Tập Tài Liệu Xin Tiền Thất Nghiệp (Unemployment Claims Kit) của quý vị, trong đó có những tin tức quan trọng về việc xin tiền thất nghiệp. Trách nhiệm của quý vị là đọc và hiểu những điều trong tập sách này, cùng với tất cả những thông tin khác mà chúng tôi gửi đến cho quý vị. Nếu quý vị không đọc tất cả những điều cần biết quý vị có thể bị từ chối cho hưởng quyền lợi. Nếu quý vị không thể đọc bằng tiếng Anh và cần giúp để hiểu rõ bất cứ phần nào trong những thông tin này, xin liên lạc với Trung Tâm Phụ Trách Về Thất Nghiệp (Unemployment Claims TeleCenter). Họ có cung cấp dịch vụ thông dịch miễn phí.

Important Training Information

Commissioner Approved Training

Commissioner Approved Training (CAT) allows you to collect your **regular** Unemployment Insurance (UI) benefits while attending an approved full-time training program. If approved for CAT, you do not have to look for work. CAT does not pay for books, tuition or school related fees. It does not extend your benefits. To learn more about CAT, visit our Web site at faq.go2ui.com.

To be potentially eligible for CAT, you must:

- Be otherwise eligible for UI benefits;
- Be unlikely to return to work due to a diminishing demand for your skills or a surplus of workers with your skills in your local labor market; or
- Have been laid off due to technological advances; or
- Show that you are unlikely to return to work in which you have experience or skills because of illness, injury or other unique individual circumstances.

An approved training program is a course of education which:

- Is full time, as determined by the school or training facility;
- Provides you with skills in an occupation for which there are reasonable job opportunities in your labor market;
- Is not primarily intended to meet the requirements of a baccalaureate or higher degree; and
- Is generally of short duration, as CAT does NOT extend your benefits. If you will run out of UI benefits before completing your training, you must show us that you have the financial resources to complete your training.

To apply for CAT, call the TeleCenter at 1-800-318-6022 and ask for a *Student Eligibility Questionnaire/CAT Application*, go to the nearest WorkSource Office, or download and complete an application from the Internet at cat.go2ui.com.

Mail your completed application to;

Unemployment Insurance Imaging
P.O. Box 19019
Olympia, WA 98507-0019
Fax: 1-800-301-1796

You can also drop off your completed application at the nearest WorkSource Office. (A list of WorkSource Offices is provided in this booklet.)

Training Benefits

Training Benefits are extra UI benefits paid to workers who have lost their job and are attending an approved full-time vocational training program. You may receive Training Benefits after you run out of all your *regular* benefits. If approved for Training Benefits, you may receive up to 52 times your weekly benefit amount, **minus** whatever you received in regular benefits.

You must meet very specific timeframes to be eligible for Training Benefits.

- You must submit a Training Benefits Application within 60 days (plus 5 days mailing) of being notified that Training Benefits are available.
- You must also enroll in training within 90 days after we notify you of the availability of Training Benefits. Enrolled in training means you have preregistered for classes or are on a waiting list, have a starting date of training, and that starting date is not more than one quarter or term away. We consider you notified of Training Benefits when you receive your Unemployment Claims Kit (this booklet) after you file a new claim for benefits.
- If you later reopen your claim after working, the 60 and 90 day time frames start again.

We will deny Training Benefits if you do not meet the 60 and 90 day time frames shown above.

You may be eligible for Training Benefits if you were laid off or terminated from your job and need job-related training to find work. Training Benefits allow you to collect *additional* weeks of unemployment benefits once you run out of your regular benefits, and are enrolled in an approved training program. If approved for Training Benefits, you are not required to look for work as long as you are enrolled and making satisfactory progress in an approved full-time training program. Like Commissioner Approved Training (CAT), Training Benefits do not pay for books, tuition, or school-related fees. You are not eligible if you received Training Benefits within the past five years.

To be potentially eligible for Training Benefits, you must:

- Have a current unemployment claim (applied for within the past 12 months);
- Submit a Training Benefits Application Packet within 60 days (plus 5 days mailing) of filing your new claim or reopening a claim after returning to work and then becoming unemployed;
- Be eligible for or have exhausted your regular unemployment benefits;
- Have a long-term history of working in an occupation or using a particular skill; and
- Be unlikely to return to work because your skills are no longer in demand in your local labor market, as determined by your local Workforce Development Council (www.wilma.org/wdclists/).

An approved training program is a course of education which:

- Is full time, as determined by the school or training facility;
- Is at a school or training facility, and in a training program on the Eligible Training Provider List approved by the Workforce Training and Education Coordinating Board (www.wtb.wa.gov/etp/);
- Provides you with skills that will allow you to get a job in an occupation which is in *high* demand in your labor market, as determined by your local Workforce Development Council (www.wilma.org/wdclists/); and
- Is not primarily intended to meet the requirements of a baccalaureate or higher degree.

To apply for Training Benefits, call the TeleCenter at 1-800-318-6022 to ask for a **Training Benefits Application Packet**, contact your nearest WorkSource Office, or download and complete a packet from the Internet at **tbapp.go2ui.com**.

Mail your completed application to:

**King County TeleCenter
Training Benefits Unit
PO Box 47076
Seattle, WA 98146-7076**

You can also drop off your completed application at the nearest WorkSource Office. (A list of WorkSource Offices is provided in this booklet.)

If you have any questions about the 60 and 90 day time frames, call the TeleCenter at 1-800-318-6022, and select Option #7—All Other Questions, to speak to a Claims Specialist. To learn more about Training Benefits, visit our Web site at **tbfaq.go2ui.com**.

We will send you a written denial if you fail to meet any of the Training Benefits eligibility requirements. Please refer to the appeals section to learn how to appeal a written denial of benefits.

Training benefits are subject to the availability of training funds at the time you apply.

Self-Employment Assistance Program

If you are approved to attend a *Self-Employment Assistance Program* you may receive your unemployment benefits and not have to look for other work.

To be approved you must be:

- Otherwise eligible for unemployment benefits.
- Identified as likely to exhaust your unemployment.
- Enrolled in an approved Self-Employment Assistance Program.
- Making satisfactory progress in the approved program.

If you do not have Internet access, go to your nearest WorkSource office for help and more information.

Note: Approval to attend a *Self-Employment Assistance Program* just means you do not have to look for other work while you attend. Approval does not extend your unemployment benefits and does not provide additional money to pay for books, tuition, or other training-related expenses.

To learn more, visit our Web site at seap.go2ui.com. You will find:

- More information about who is and is not eligible to participate.
- A list of approved Self-Employment Assistance Program training providers.
- Information on how to apply - including an application you can print-out and complete with the help of your approved training provider.

Trade Readjustment Allowance

Trade Readjustment Allowance (TRA) benefits are payable to workers who have lost their job from an employer who has been certified by the Trade Adjustment Assistance (TAA) Reform Act of 2002. TRA weekly benefits are the same as your UI weekly benefit amount. You may receive TRA benefits only after you run out of all your regular UI benefits. To learn more about TRA, visit your nearest WorkSource Office or our Web site at www.doleta.gov/tradeact.

General Information

What are Unemployment Insurance Benefits?

Unemployment insurance (UI) benefits partially replace your regular earnings and help you meet expenses while you look for another job. They are **not** based on financial need.

While receiving unemployment benefits, **your first responsibility is to get back to work as quickly as you can.** The Job Search section in this booklet explains the various services we offer to help you return to work. Staff in our various WorkSource Offices throughout the state can help you find work and explain training opportunities.

If you live out of state, check with your local employment center for available resources. Whether you live in Washington or another state, you can locate the office nearest you by calling 1-877-872-JOBS (5627), or on the Internet at **www.servicelocator.org**.

Who pays for unemployment insurance?

Washington State employers pay all the costs of the UI program through payroll taxes. Workers do not pay any of the costs. For more information about the effect benefit payments have on employers, go to **www.tax.go2ui.com**.

What services are available?

We offer a variety of services on the Internet at www.go2ui.com or by calling the Automated Claim Line at **1-800-318-6022**. You can:

- File a new claim.
- Reopen an existing claim.
- File your weekly claim for benefits.
- Change your mailing address, telephone number, or e-mail address.
- Get specific information about your claim.
- Get information about the status of your check.

Certain services available by Internet or telephone are not available all the time. Some of these services are only available by telephone. Depending on the status of your claim, you may not have access to all of the services you are seeking.

To find answers to many of your unemployment questions, research information, or access the Unemployment Insurance Laws and Regulations, go to **www.home.go2ui.com**.

The following chart outlines the availability of certain services.

This chart tells you when the Automated Claims Line or the Internet can be used.		
Services	This service is available	This service is NOT available
Weekly Claim	24 hours a day beginning Sunday at 12:01 a.m. through 5:00 p.m. of the last business day of each week (usually Friday, unless a state holiday).	<ul style="list-style-type: none"> • When you have already filed your weekly claim for last week. • When you missed claiming one or more of your weekly claims. You must stay current by filing your claims each week.
Address Change	24 hours a day beginning Sunday at 12:01 a.m. through 3:00 p.m. of the last business day of each week (usually Friday, unless a state holiday).	<ul style="list-style-type: none"> • When you have already filed an address change this week. You can only submit one address change per week using this system.
Reopen Your Claim	24 hours a day beginning Sunday at 12:01 a.m. through 3:00 p.m. of the last business day of each week (usually Friday, unless a state holiday).	<ul style="list-style-type: none"> • When you have already filed a weekly claim, reopened an existing claim, or filed a new claim within the last four weeks.
If you need help or are not able to access the service(s) you need, call the TeleCenter at 1-800-318-6022 (hearing or speech impaired call 1-800-365-8969).		

What if I Have a Disability?

If you have a disability that prevents you from using the Internet or telephone, visit your nearest WorkSource Office for assistance. All sites are accessible to people with disabilities. Their staff can help you file your application for unemployment benefits and help you look for work.

The Employment Security Department is an equal opportunity employer and provider of programs and services. Auxiliary aids and services are available upon request to persons with disabilities. Auxiliary aids may include qualified interpreters and telecommunication devices (TTY) for hearing or speech impaired individuals. Individuals with limited English proficiency may request interpretive services free of charge to the customer in order to conduct business with the department.

Unemployment Claims TeleCenter and Automated Claims Line:

1-800-318-6022

TTY (for hearing or speech impaired): 1-800-365-8969

The TeleCenter hours are Monday through Friday (except state holidays), between the hours of 8:00 a.m. and 5:00 p.m. Pacific Time Zone.

Internet Addresses:

www.go2ui.com

home.go2ui.com

To send a form or questionnaire back to us, **please use the return address on the form or envelope mailed to you**, or refer to the table below.

If you are not sure which address to use, call the Unemployment Claims TeleCenter.

Form/Letter:	Mailing Address/Phone Number:	Fax Number:
Request for an Appeal: You received a denial of your unemployment benefits and want to appeal.	TeleCenter Appeals PO Box 19018 Olympia, WA 98507-0018	1-800-301-1795
Petition for Review: You received a denial from the <u>Office of Administrative Hearings</u> and want to appeal.	Agency Records Center PO Box 9046 Olympia, WA 98507-9046	Must be mailed. We do not accept faxed Petition for Reviews.
Advice of Rights form, questionnaires about your job separation, and other requests for information to determine your eligibility for benefits.	Unemployment Insurance Imaging PO Box 19019 Olympia, WA 98507-0019	1-800-301-1796
Paper weekly claim forms	Centralized Claims Processing Unit (CCPU) PO Box 9555 Olympia, WA 98507-9555	(360) 902-9558 1-877-280-6224
Military DD214, or Affidavit of Federal Civilian Service, Wage, and Reason for Separation form	Special Wage and Benefit Unit (SWAB) PO Box 9046 Olympia, WA 98507-9046	(360) 902-9766 1-877-890-2633
Overpayments – To repay an overpayment of your unemployment benefits.	Employment Security Department Benefit Payment Control PO Box 24928 Seattle, WA 98124-0928	
Statement of Wages and Hours - to request a correction or to file an appeal.	Please call the TeleCenter at 1-800-318-6022 for the mailing address.	
Training Benefits Applications	See the Important Training Information in this booklet.	
Shared Work Program forms	Shared Work Program PO Box 9046 Olympia, WA 98507-9046 1-800-752-2500	(360) 902-9260

Eligibility Requirements

Am I eligible?

You may be eligible for benefits if you:

- ☉ Worked at least 680 hours in your base year in a job or jobs covered by Unemployment Insurance; and
- ☉ Are fully or partially unemployed;
- ☉ Are unemployed through no fault of your own;
- ☉ Are able to work;
- ☉ Are available for work;
- ☉ Are actively seeking suitable work;
- ☉ Are legally authorized to work in the United States (US) (if you are not a US Citizen or National) and were legally authorized to work during your base year;
- ☉ Do not earn too much money during a week; or
- ☉ Do not have other income that would disqualify you.

See the Job Search Guide section of this booklet for your job search requirements.

What are my Rights?

If we question your eligibility for benefits, you have the right to:

- ☉ Know why;
- ☉ Ask for a copy of any or all department records or documents about the problem;
- ☉ An interview before a decision is made;
- ☉ Have anyone, including an attorney, help you at the interview;
- ☉ Present evidence, documents, or witnesses, including co-workers, at the interview;
- ☉ Question witnesses or anyone present at the interview;
- ☉ Appeal any decision you disagree with.

We will send you a written notice any time we make a decision about your claim.

However we will not make a decision on your claim until you claim at least one week.

What are my responsibilities?

We expect you to understand the information in this booklet and do what the law requires. If you have any questions, call the TeleCenter. We will assume you understand the information if you do not call.

How much will I receive?

Weekly Benefit Amount (WBA)

For new claims filed with an effective date of July 1, 2007 or later, the WBA equals 3.85% of the average of the **two** highest quarter's earnings in your base year or \$515, **whichever is less**.

For new claims filed prior to July 1, 2007, the WBA equals 3.85% of the average of the two highest quarter's earnings in your base year or \$496, **whichever is less**.

The minimum WBA is based on 15% of the average weekly wage for the same period.

Maximum Benefits Payable (MBP)

The total amount of regular benefits that you can draw during your benefit year is one-third of your base year wages or 26 times your WBA, **whichever is less**.

Benefit Year

Your benefit year is 52 weeks, beginning on Sunday of the week in which you apply for benefits. During your benefit

year, you can collect no more than your maximum benefits payable. We offer state or federal benefit extensions only during times of high unemployment rates.

Statement of Wages and Hours

We will mail you a Statement of Wages and Hours within a few days after you apply for unemployment benefits. It will show:

- ☉ The wages and hours for your base year reported by your former employer(s).

NOTE: Your base year is the first four of the last five completed calendar quarters prior to filing your claim for unemployment benefits. If you do not qualify using that period, you may qualify for an Alternate Base Year (ABY) using the last four completed calendar quarters as your base year.

- ☉ Whether you worked enough hours to receive benefits.
- ☉ The total amount of benefits you can receive on your claim.

If you do not get your Statement of Wages and Hours within two weeks of filing your claim, call the TeleCenter.

What if I think my Statement of Wages and Hours is wrong?

If you think the amount of wages or hours is wrong, call the TeleCenter. We will mail you a corrected Statement of Wages and Hours if we have to add or remove wages or hours from your claim. You can appeal if you still think the corrected information is wrong.

Your Statement of Wages and Hours may be or appear to be wrong if:

- ☉ You worked in one quarter and were paid in the next quarter. Employers report wages in the

quarter that they pay you. If you think moving these wages to the quarter you earned them would give you a better claim, call the TeleCenter.

- Your employer incorrectly reported your Social Security number, wages or hours, or failed to submit a report.
- You were in the military, worked for the federal government, or worked in another state. (These wages will not show on your first Statement of Wages and Hours.)

- Errors were made while entering your wages and hours into our computer system.

Can I file a new claim after my current claim ends?

You may qualify for a new claim when your current benefit year ends, if you meet certain eligibility requirements. You must work 680 hours in your new base year (or alternate base year). If part of the wages in your new base

year were earned before you filed your previous claim, you must also meet one of two other requirements:

1. If you were unemployed when you filed your previous claim, you must have returned to work and earned wages of at least six times your new WBA after filing your previous claim; or
2. If you filed your previous claim before you became unemployed, you must have returned to work and earned wages of at least six times your new WBA since you first became unemployed.

Filing My Weekly Claim

How do I collect my benefits?

After you file your application for unemployment benefits, you must start filing your weekly claims. You need to file each week even if you are:

- Waiting for a decision about benefits;
- Waiting for your claim to become valid; or
- Appealing a denial of benefits

How do I file my weekly claims?

You may use either the **Internet** or a **touch-tone telephone** to file for your weekly benefit payment unless we specifically tell you to file your weekly claims another way.

The Internet and Automated Claims Line systems are available to file your weekly claim beginning at 12:01 a.m. Sunday to 5:00 p.m. of the last business day of the week (usually Friday, unless there is a state holiday).

NOTE: You can only file your weekly claims from one of the 50 U.S. states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, or Canada. This is because you must be available to report in person to a local employment office for reemployment services when asked to do so.

When Do I File My First Weekly Claim?

You file your weekly claim for week one during week two between 12:01 a.m. Sunday and 5:00 p.m. the last working day of the week (usually Friday, unless there is a state holiday). Call each

week that you want to claim benefits and continue to call until you go back to work, run out of benefits, or stop looking for work. **You must claim at least one week** before we can make a decision on your eligibility.

You cannot claim a week of benefits until the week ends. All weeks end at midnight on Saturday night. Sunday is the first day you can file for the week that has just ended. If you do not file your weekly claims on time, we may deny your benefits (see example).

Example

	S	M	T	W	T	F	S
You applied for unemployment during this week. ▶			1	2	3	4	5
You make your first weekly claim this week. ▶	6	7	8	9	10	11	12
You make your second weekly claim this week, etc. ▶	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

Establishing your Personal Identification Number

You must select your own **Personal Identification Number (PIN)**. You use your PIN to file your weekly claim.

Use a 4-digit number that you can remember, but one that is not easy for anyone else to guess. Your PIN may be used with either the Internet or telephone filing method. Please do not use your birthday, repeating numbers (such as 5555) or numbers in sequence (1234) for your PIN.

On your first call, we ask you to enter your two-digit birth month and four-digit birth year using the keypad on your phone, e.g., 07 1956. We then ask you to set up a PIN. Enter the 4 numbers you set up for your PIN. When asked to do so, re-enter the 4 numbers to verify. When you successfully entered your PIN, you may file your weekly claim.

The Employment Security Department does not have access to your PIN number. It is confidential. Only you can claim benefits using your PIN as it is the electronic equivalent of your written signature. If we discover that anyone claims benefits for you using your PIN, even with your permission, we may deny your benefits and you may have to pay them back.

What if I Forget My PIN Number

If you forget your PIN number and need to reset it, call the TeleCenter

What is a Waiting Week?

The first week you are eligible for benefits is your waiting week. You will not be paid for your waiting week. You must file a weekly claim to receive credit for your waiting week.

When will I receive my check?

We will send your first check after you claim your second week if you meet all eligibility requirements. You must

continue to file weekly claims and look for work every week that you want to receive unemployment benefits, unless otherwise instructed.

We usually mail your check the day after you file your weekly claim. However, if you file your claim after 5:00 p.m., we usually mail your check two days later. Do not expect your check the same day every week. Mail delivery may vary.

If it has been seven mail delivery days since you filed or called in your claim and you have not received your check, call the Automated Claims Line to see if it has been mailed. If the check was mailed, and seven (7) postal mail delivery days have passed, call the TeleCenter. To replace lost or stolen checks will take time. In the meantime, continue to file your weekly claims.

Direct Deposit

Direct deposit is now available. We can send your unemployment benefits directly to your bank or credit union account. You must apply online at **www.go2ui.com**. You will apply through a secure Web site to protect your personal information.

- Fast - no more mail delivery delays
- Safe - no more lost or stolen checks
- Convenient -
 - no trips to the bank or credit union to cash your check
 - no waiting in long lines
 - no check cashing fees

What if I do not file my weekly claim on time?

Our Internet and Automated Claims Line systems do not accept late claims. Your claim is late if it is not filed by 5:00 p.m. on the Friday after the week being claimed. If you try to claim late, or you miss a week, you can not file by Internet or phone. You must reopen your claim. If you wish to claim for

back weeks, you must call during regular business hours and speak to a Claims Specialist. Failure to file your weekly claims on time may result in a denial of benefits.

How do I stop claiming benefits?

The way to stop your claim is simple: Do not file your weekly claims.

You may stop claiming at any time during your benefit year. You may reopen your claim and begin receiving the balance of your benefits until your benefit year ends, as long as you meet all eligibility requirements. For example, you are not eligible if you take a vacation, have full-time temporary work, or become ill. There may also be other reasons you are not available for work or looking for work.

However, if you wish to start claiming again, you must reopen your claim on the Internet or by calling the TeleCenter.

What are the requirements for filing my weekly claim?

While claiming benefits, you must be:

- Able to work;
- Available to work;
- Actively seeking suitable work; and
- Register for work with a WorkSource Office or local employment center.

If required, you must maintain a log of your job search activities. For detailed information about job search, see the Job Search Guide section in this book.

More Information about Filing Your Claim

- You must wait until the week is over (midnight, Saturday) before you file your weekly claim.
- You may only file your weekly claim for the most recently completed week.

- If there are any issues with your weekly claim, and it is during normal business hours, the system will transfer you to a Claims Specialist to talk about the issue(s). Otherwise, we will ask you to call back during normal business hours.
- If you are entitled to a benefit payment for the week that you claimed, your check will generally arrive within seven (7) postal delivery days after you complete your weekly claim.
- You can call the Automated Claims Line at 1-800-318-6022, and select option #3—Where is my check, to find out if we processed your check. Or go to the Weekly Claims section on-line at www.go2ui.com.
- If you have not received your check, **DO NOT** call before the end of seven (7) postal delivery days.
- You must endorse your benefit check before it can be cashed or deposited. Before you sign the check, please read the statement on the back above the signature line.

Reporting a Change of Address, Telephone Number, or E-mail Address?

It is important to keep your mailing address current in our files even if you have stopped claiming benefits. We mail your IRS tax information, benefit eligibility information and other notices to the address we have on file.

How do I change my address or phone number?

You can change your address and phone number by Internet or using the Automated Claims Line.

To avoid errors when using the phone, please speak slowly and clearly.

The Internet and Automated Claims Line address and telephone number change option is available 24 hours a day beginning Sunday at 12:01 a.m. through 3:00 p.m. of the last business day of each week (usually Friday, unless a state holiday).

The address change option will not be given if you have already filed an address change for the week. You can only submit one address change per week. If you need to make a second address change during the same week, call the TeleCenter.

When will my address change be effective?

We usually make address changes on the day you submit it. However, it could take up to 48 hours to process. **If you submit an address change, please wait until later in the week to file your weekly claim.** Otherwise, we may mail all correspondence, including your check, to your old address.

The Post Office does not forward unemployment benefit checks.

How do I change my e-mail address?

You can only add or update your e-mail address by Internet or by calling the TeleCenter at 1-800-318-6022 and speaking to a Claims Specialist.

Restarting Your Claim

After you apply for unemployment benefits, you must file your weekly claims each and every week. If at anytime you stop filing your weekly claims (even for one week), your unemployment claim becomes inactive. If you want to start claiming again, you must first “reopen” your claim. You can reopen your claim anytime during your 52 week benefit year. If your benefit year has ended, you must apply for a new claim.

When should I reopen my claim?

A reopened claim is effective the week that you call. You must reopen your claim during the first week you want to begin claiming benefits, even though you cannot claim the week until it ends.

If you want to reopen your claim for a previous week, you must call the TeleCenter and speak with a Claims Specialist. You must show good cause for failing to reopen on time or you will be denied benefits.

How do I reopen my claim?

It depends on whether you use the Internet or Automated Claims Line.

Internet:

- If it has been more than four weeks since you last filed a weekly claim, you can use the Internet to reopen your claim.
- If it has been four weeks or less since you last filed a weekly claim, call the TeleCenter at 1-800-318-6022 and speak to a Claims Specialist to reopen your claim.

Automated Claims Line:

- If you want to reopen your claim for the current week, call 1-800-318-6022 and select Option #2 to reopen your claim.

- If you want to reopen for a previous week and it is during normal business hours, call the TeleCenter and select Option #7 to speak to a Claims Specialist. We may deny your request unless you show good cause for failure to reopen on time.

If you are late filing your weekly claim, or you missed a week and want to get “caught-up”, you must call the TeleCenter. If a weekly claim is filed late, you may be denied benefits for the late week(s), or for failure to reopen your claim, or both.

You will not be given the option to reopen if you have already filed a weekly claim or reopened your claim during that week.

What Could Disqualify Me From Receiving Benefits?

We may deny your unemployment benefits even though you have enough earnings and hours for a valid claim. We may deny you indefinitely, for a certain number of weeks, or until you fulfill a requirement.

We may deny you for the following reasons:

Voluntarily Quit

You can show good cause for voluntarily quitting work for 10 specific reasons. You may have left work for good cause:

1. To accept a bona fide offer of work.
2. Due to your illness or disability, or the death, illness or disability of a member of your immediate family, as long as you pursued all reasonable alternatives to keep your job.
3. To relocate for your spouse's mandatory military transfer. The relocation must be outside your existing labor market area and you must have remained employed as long as was reasonable prior to the move.
4. To protect yourself or your immediate family members from domestic violence or stalking.
5. Because your employer reduced your usual pay by 25% or more.
6. Because your employer reduced your usual hours of work by 25% or more.

NOTE: If the reduction in hours or pay is less than 25%, you may still qualify for benefits if the working conditions are less favorable than similar work in your area.

7. Because your employer changed your work site, causing a material increase in distance or difficulty of travel.
8. Because your work site safety deteriorated, you reported the safety deterioration to your employer and your employer failed to correct the hazard(s) within a reasonable period of time.
9. If you reported illegal activities at your work site to your employer and your employer failed to end such activities within a reasonable period of time. You are not required to notify your employer before quitting when your employer is conducting the illegal activity and notifying your employer could jeopardize your safety or is contrary to other federal and state laws (for example, whistle blower protection laws).
10. If your employer caused your usual work to change to work that would now violate your religious convictions or sincere moral beliefs.

If you quit work without good cause, we will deny you benefits for at least seven weeks and until you earn wages equal to seven times your weekly benefit amount in covered employment.

Discharged for misconduct or gross misconduct

Two types of misconduct are defined—misconduct and gross misconduct.

Misconduct includes, but is not limited to the following:

1. Willful or wanton disregard of the employer or fellow employee;
2. Deliberate violations or disregard of standards of behavior which the employer has the right to expect;
3. Carelessness or negligence that causes or would likely cause serious bodily harm to the employer or fellow employee; or
4. Carelessness or negligence of such degree or recurrence to show an intentional or substantial disregard of the employer.

The following acts are considered willful or wanton disregard:

1. Insubordination;
2. Repeated inexcusable tardiness following warnings;
3. Dishonesty related to employment;
4. Repeated and inexcusable absences;
5. Deliberate acts that are illegal, provoke violence or violation of laws, or violate the collective bargaining agreement;
6. Violation of a company rule; and
7. Violations of law.

If you are discharged or suspended for **misconduct** connected with the work, we will deny you benefits for at least ten weeks and until you earn wages equal to ten times your weekly benefit amount in covered employment.

Gross misconduct is defined as:

1. A criminal act in connection with your work for which you have been convicted in a criminal court, or have admitted committing; or
2. Conduct connected with your work that demonstrates a flagrant and wanton disregard for the employer or a fellow employee.

If we deny you for **gross misconduct**, in addition to the ten weeks and ten times your weekly benefit amount, all of your hourly wage credits based on that employment or 680 hours of wage credits, *whichever is greater*, will be removed from your record. Removing these hourly wage credits could mean you no longer have a valid claim, or your benefits could be reduced.

Were affected by a strike

We may deny your benefits if you are not working because of your participation in a strike. If you do qualify, you must report any payments from your union while you are not working. If the law defines these payments as “earnings,” we will deduct these earnings from your benefits.

Were affected by a lockout

We recommend that you apply for benefits if you are not working because of a lockout. If you qualify, you must report any payments from your union. If the law defines these payments as “earnings,” we will deduct them from your benefits.

We may also deny you benefits if you:

- Are not able to work, are not available for work, or are not actively seeking suitable work. This also applies to students in training that is not approved by the department.
- Fail to accept or apply for a suitable job as directed by the department. If denied, you will be disqualified

for seven weeks and until you earn at least seven times your weekly benefit amount in covered employment.

- Fail to attend a Job Search Monitoring Interview when scheduled.
- Fail to report for an Orientation and Job Preparation class if directed.
- Fail to provide copies of your Job Search Log when requested.
- File your claim late.
- Fail to reopen your claim if you stop claiming.
- Do not follow directions given by a department representative.
- Refuse the department’s help in finding a job.
- Do not follow union rules (if you are a member).
- Are employed full time.
- Report work, vacation, holiday and self-employment hours consistent with full time employment.
- Are a school employee between terms or a professional athlete between seasons.
- Are not legally entitled to work in the U.S.
- Misrepresent the facts while claiming benefits.
- Are a corporate officer and you or a family member owns 10% or more of the business.
- Are an ex-military service member receiving a subsistence or educational assistance allowance.

We are on the Lookout for False Claims

We have many ways to find out if someone is receiving unemployment benefits by making false claims or not giving us information as required. Some of these are:

- Comparing the earnings you report with those reported on employer’s records.

- Randomly auditing claims.
- Checking earnings reported in other states.
- Checking records of people hired in new jobs.
- Checking job search contacts.
- Investigating tips from others about possible fraud.
- Crosschecking social security numbers against the Social Security Administration data base.

Misrepresenting or knowingly withholding information about your claim is fraud, and will result in a denial of benefits and additional penalties as follows:

- 1st occurrence – Denial of benefits for 26 weeks beginning the Sunday of the week the decision is mailed and you must repay any benefits paid for the fraud weeks.
- 2nd occurrence – Denial of benefits for 52 weeks beginning the Sunday of the week the decision is mailed and you must repay any benefits paid for the fraud weeks in addition to a penalty of 25% of the fraud overpayment amount.
- 3rd & subsequent occurrences – Denial of benefits for 104 weeks beginning the Sunday of the week the decision is mailed and you must repay any benefits paid for the fraud weeks in addition to a penalty of 50% of the fraud overpayment amount.

You may also face criminal prosecution.

Filing an Appeal

You, your last employer, and any base period employer, have the right to appeal any decision we make about your claim, including:

- Approval or denial of benefits;
- Approval or disapproval of training;
- Reason for an overpayment;
- Amount of an overpayment;
- Whether or not you are responsible for an overpayment; and
- Reason for denying or allowing an overpayment waiver. A waiver means that you do not have to repay the amount we paid you.

You will know that we made a decision when you receive one of the following notices:

- **Revised Statement of Wages and Hours (redetermination).** Tells you whether we recalculated your benefits based on new information about your earnings and/or hours worked.
- **Decision Letter.** Tells you that we allowed or denied your benefits and the reason(s) why. If denied, the **Overpayment Assessment** tells you that we paid you too much, and how much you must pay back.

When to file your appeal

You must file an appeal within 30 days of the date we mailed your decision. If you do not file your appeal within 30 days, you must tell us why you are filing it late. Unless you can show good cause, your case may be dismissed as untimely.

Submitting your appeal in writing

If you disagree with any decision, you can appeal the decision by writing a letter and mailing or faxing it to the following address (unless your decision has a different address):

TeleCenter Appeals
P.O. Box 19018
Olympia, WA 98507-0018
Fax number: 1-800-301-1795

Your request must include:

- Your name;
- Social Security number;
- What you are appealing (the reason you were denied/disqualified);
- The date of the decision;
- Why you disagree with the decision;
- Any records that you think should be considered in making the decision;
- Any witnesses you would like to have present for your hearing;
- If you need an interpreter, which language you use (this includes American Sign Language interpreters);
- If your appeal is late, explain why it is late; and
- Your signature.

We can not accept an appeal by email.

If you move while your appeal is pending, remember to tell the TeleCenter and Office of Administrative Hearings of your new address.

When we receive your request for an appeal, we will mail you information explaining your rights and responsibilities in the appeal process. We will send your appeal to the Office of Administrative Hearings (OAH), which is not a part of the Employment Security Department. OAH will then assign an Administrative Law Judge to hear your case. OAH will send copies of your file to all parties involved in your appeal. This includes you, your witnesses, and any interested employer(s). OAH will tell you when the hearing will be held and whether it will be done by telephone or in person.

Most hearings are held by telephone.

Getting help with an appeal

Anyone can assist you at a hearing. This includes your attorney and free or low-cost legal aid. The person that represents you does not need to be an attorney.

At the hearing, the Judge will ask you to give testimony under oath. You will also have the right to question any witnesses and present evidence or testimony to show that our decision was wrong. Your availability for work and work search may be examined during the hearing. Have your Job Search Logs available for your hearing. If you do not attend the hearing, the judge may rule against you.

Filing weekly claims while appealing

To protect your right to receive benefits, file your weekly claim as usual for each week you are unemployed. If the appeal is decided in your favor, you will not be paid for any week you did not claim as required. If your employer appeals your right to benefits and the appeal is decided against you, you must repay any benefits received.

If you have questions about filing an appeal or the process, call the TeleCenter and request the “Know Your Rights” brochure, which explains the appeal process. You can download a copy of the brochure from our website at www.appeal.go2ui.com.

If a hearing decision goes against you, you can appeal by filing a Petition for Review with the Commissioner of the Employment Security Department. The instructions for filing the Petition for Review are included in the hearing decision.

What Can Be Deducted

Earnings/Deductible Income

You must report all work and income earned each week, including income that is:

- Earned from part-time work, including your current employer;
- Earned from self-employment;
- Received instead of money, such as room, board, bonuses, tips, or other forms of value;
- Received for Chore Service, COPEs, or day care;
- Earned for performing work or services on an exchange basis, such as trading work for rent; and
- Earned for a working interview.

You must report your earnings (gross pay) before deductions, not your net pay. **You must report income for the week you earn it**, regardless of when you receive the pay. If you do not, you may lose your right to future benefits and have to pay back the benefits you received. You must report all earnings whether received in the state of Washington or another state.

If you are uncertain whether something is considered earnings, call the TeleCenter.

The following are a few examples of what might be considered remuneration (earnings).

Bonuses

A bonus is deductible when connected with work which you performed during a specific week. Bonuses over and above any contractual agreement are usually not assigned to any one week and are not deductible.

Tips

You must report all tips received as earnings for each week you claim benefits. If the total tips you received for a calendar month are less than twenty dollars, you may request that we adjust benefits for the week to show no tip earnings.

Pay instead of notice, sick leave, holiday, and vacation pay

If your employer fires you and pays you instead of giving you advance notice, we must deduct that amount from your benefits (wages in lieu of notice). If your employer pays you for sick leave, holiday pay, or vacation pay assigned to a specific week, we must also deduct these payments. For example: (1) If you work part-time and you are sick one day, we assign the sick leave earnings your employer pays you to the week you were sick; (2) payment for July 4th is assigned to the week of the holiday; (3) payment for vacation when the company is closed for two weeks is assigned to those weeks.

If you receive a lump sum cash-out of your vacation pay, it is not deductible from your unemployment benefits because it is not assigned to a specific time period.

Self-employment

If you are self-employed and claiming benefits, you must estimate how much you expect to receive and report the net amount on your weekly claim (net earnings are gross earnings minus expenses). At the end of the year, you must contact the TeleCenter and provide the actual amount of your net earnings. We will adjust your

estimated net earnings to reflect your actual earnings. You may be eligible for more benefits or you may have an overpayment.

Remember that you must be actively seeking work and be able and available to accept full time work with an employer while self-employed.

Military reserve pay

You must report your pay if you are in the Military Reserve or National Guard and you worked more than 72 consecutive hours. State law requires us to deduct your earnings for more than 72 consecutive hours of work.

If you are a reservist, your weekend duty is based on 24 hour days.

Jury Duty

If you receive compensation for being on-call or reporting as a prospective juror or serving on a jury, the compensation must be reported and deducted from unemployment benefits.

If you receive reimbursement for travel, meals or other expenses, it is not deductible from unemployment benefits.

Back Pay and Worker's Compensation

If you seek back pay from an employer, you must let us know when you apply for benefits. If you receive any back pay or lump sum settlement of worker's compensation of any kind, you must let us know. You may have to repay the unemployment benefits you received for the period covered by the back pay award.

Other Deductions

Pensions

If you receive or apply for a pension, the employer-paid portion is deductible from your benefits if your base period employer (listed on your Statement of Wages and Hours) paid into the pension plan. Deductible pensions include:

- Private employer pensions;
- Union pensions;
- State and local government pensions;
- Federal civil service pensions (including disability);
- Military retirement pensions (including disability); and
- Annuities.

If you choose to draw out any funds you paid into a retirement plan after you leave work, we do not deduct these funds from your benefits.

Lump sum payments

If you receive a lump sum payment for a pension instead of monthly payments, we deduct the employer-paid portion from unemployment benefits. The entire lump sum payment is prorated over your life expectancy (based on IRS life expectancy charts) to determine the monthly deduction.

If you reinvest the lump sum amount (or a portion of it) within 60 days to another long-term retirement plan, such as an IRA (WAC 192-16-025), the reinvested amount is **not** deductible from unemployment benefits. The long-term plan must be a plan that you do not intend to draw any income from while drawing unemployment benefits. You must tell us if you later apply for and/or receive any income from the plan while drawing unemployment benefits.

Social Security pensions are not deductible from unemployment insurance benefits.

Disability pensions are not deductible if based only on the degree of disability or injury, rather than length of service.

Survivors and widows pensions are not deductible because they are not based on your work.

Child support

If you owe child support, federal law requires us to deduct up to 50% of each of your unemployment checks until your debt is paid. If you have any questions about the amount of your deduction, contact your local Division of Child Support.

Income Tax

The federal income tax law does not require us to withhold taxes from your weekly unemployment benefits. However, you may choose to have 10% of your weekly benefits deducted for income tax. See the “Are My Unemployment Benefits Taxable Income” section in this booklet.

What If I Receive More Benefits Than I am Entitled To?

If you receive more benefits than you are entitled, we will send you a decision with an Overpayment Assessment. You must pay back the amount of the overpayment. Some reasons you may be paid more than you are entitled, include:

- Mistake. You keyed your earnings incorrectly or reported your net earnings (the amount after deductions) instead of your gross earnings (the amount before deductions).
- Misrepresentation. You willfully reported an incorrect earnings amount, intentionally gave the wrong reason for your job separation, or you deliberately failed to report all earnings or other information that we require.
- Back pay. You receive back pay or a back pay settlement. When you apply for benefits, you must tell us that you are trying to get back pay. When you receive back pay you must tell us, even if you are no longer claiming benefits.
- Improper payment. You receive benefits, but are later disqualified because we have learned new facts.
- Employer appeals. You receive benefits, but are later disqualified because a former employer successfully appealed the payment.
- Agency error. We accidentally paid you for a week(s) for which you were not eligible.

You must pay back the overpaid amount if we decide you are at fault in causing the overpayment. Fault implies a degree of responsibility, but at a lesser level than fraud or willful nondisclosure.

Repaying overpayments

If you receive more benefits than you are entitled to, we will send you a decision with an Overpayment Assessment, which will say how much you owe. If we overpay you, and the payment includes an Internal Revenue Service (IRS) deduction, you must repay the benefits you received, *plus* the amount we withheld and sent to the IRS. You can repay by check or money order. Please make your check or money order payable to "Employment Security Department". Include your name and Social Security number on your payment. Mail your payment to:

**Employment Security Department
Benefit Payment Control
PO Box 24928
Seattle, WA 98124-0928**

We do not accept payments at our local offices.

If we deny you benefits and there is an overpayment, the new balance available on your unemployment claim increases by the dollar amount of the overpayment. If we cancel the overpayment, the new balance available is then reduced by the amount of the canceled overpayment.

Because an overpayment is a legal debt, we encourage you to promptly repay the money you owe. We recommend that you repay the full amount in one payment if you can. If you cannot afford to repay in full, we will calculate your minimum monthly payments as follows:

- For overpayments due to misrepresentation (fraud) - the weekly benefit amount you received at the time you were overpaid or 3% of the overpayment balance, whichever is greater.
- For all other overpayments - one third of the weekly benefit amount, 3% of the overpayment balance, or \$25, whichever is greater.

If you cannot afford the minimum monthly payment, you can make payment arrangements by calling the Benefit Payment Control Unit toll free number at 1-866-697-4831, or in the Olympia area at (360) 902-9770. You can also use the following numbers or e-mail address: Fax 360-902-9270, TTY local 360-486-3032, TTY toll free 800-207-0882, e-mail: bpcunit@esd.wa.gov.

Adding interest

If we decide you committed fraud, we will calculate interest at 1% per month (12% per year) from the date the overpayment is discovered, including penalties.

Interest on overpayments is charged at 1% per month. Interest begins immediately on fraud overpayments. For other overpayments, interest begins when a portion of two or more payments have been missed.

Deducting money from your benefits for your overpayment

If you make your full monthly payment, we will not deduct your overpayment from future benefits unless:

- You asked us to deduct it to pay off your overpayment more quickly;
- Your overpayment occurred because you asked us to cancel your claim; or

- You owe more than the balance on your claim.

We will not deduct any interest, penalties or court costs from your benefits. You must pay these costs yourself.

If you stop making your full monthly payment for any reason, we may deduct the overpayment from your benefits. We can do this if you are eligible for and claim benefits.

We will deduct 100% of your weekly benefit amount if:

- Your overpayment was caused by misrepresentation (fraud), and you miss at least a portion of two monthly payments; or
- The money left in your benefit claim is equal to or less than the amount you owe; or
- You ask us to cancel your old claim in order to file a new claim

We will deduct 50% of your weekly benefit amount if:

- Your overpayment was not caused by misrepresentation (fraud), and you miss at least a portion of two monthly payments; or
- You are being paid benefits on a federal extension.

Waivers

Under certain conditions we can waive an overpayment. “Waived” means you do not have to pay it back. We cannot waive an overpayment if:

- You were at fault in causing the overpayment; or
- Your benefits were denied because of misconduct/gross misconduct; or
- The overpayment is the result of a conditional payment.

Your decision tells you whether you were at fault in causing your overpayment. The decision to waive or not waive your overpayment is made according to state law and is based on a number of factors, including your financial circumstances. If we can consider waiver of your overpayment, we will ask you to submit a Certification of Financial Condition and Request for Waiver.

Failure to repay an overpayment

If you do not repay the overpayment, we may place a lien on your property, garnish your bank account, or garnish your wages or your spouse’s wages. Filing for bankruptcy may not remove your responsibility to repay the debt.

Correction of wages or hours

If your employer corrects your wages or hours, your claim could become invalid, making you ineligible for benefits. If you received benefits on this claim, you do not have to repay those benefits. However, if you were denied benefits for some other reason before the claim became invalid, you must repay those benefits.

If you received any benefits, we will still report all benefits paid to you to the Internal Revenue Service (IRS) even if your claim becomes invalid. We will mail you a tax statement (1099-G) after the end of the year. You will need to make the appropriate adjustments when filing your taxes with the IRS.

Job Search Guide

What Must I Do To Find Another Job?

While claiming benefits, you must be:

- Able to work;
- Available to work;
- Actively seeking suitable work; and
- Registered for work with a WorkSource Office or local employment center.

If required, you must maintain a log of your job search activities.

For each week that you claim benefits, you must make at least three employer contacts or participate in three in-person job search activities (or a combination of both for a total of three) at your WorkSource Office or local employment center.

Approved job search activities at the WorkSource Office or local employment center include workshops on topics such as job finding tips, interviewing skills, or how to use the Internet to find a job. Other facilitated activities that qualify may be offered by your local office.

If you are collecting additional or extended benefits under a state or federal program, you may be required to make more job search contacts each week.

If you are a member of a full referral union, you must comply with your union's dispatch rules.

You may not be required to make any job search contacts if you:

- Have been granted Commissioner Approved Training (CAT);
- Are approved for the Self-Employment Assistance Program (SEAP);
- Are approved for Training Benefits;

- Are a member of a full referral union that is recognized by the department; or

- Are on department approved standby.

We will notify you of your job search requirements.

A valid job search contact is a contact with an employer to inquire about or apply for a job.

The following are NOT considered valid job search contacts:

- Posting to an online employment agency without an application submitted to a specific employer
- Job search contacts with employers that you know are not hiring
- Submitting a state application without a specific announcement number
- When it is determined the job search contact is designed in whole or in part to avoid meeting the job search requirements.

We monitor job search efforts on a random basis for both in-state and out-of-state claims. If we select you for an interview to review your job search activities, you must bring proof of your identity.

You must also:

- Keep a log of your job search contacts. You can download additional job search logs on line at www.log.go2ui.com.

NOTE: Copies of the Job Search Log are included in the back of this booklet. When your logs are completed, save them in case we ask you for them. Do not mail them to us unless we ask you to do so. Employer contacts listed on the log will be verified on a random basis. Keep these logs a minimum of 60 days past the end of your benefit year or

30 days past the receipt of any benefits, whichever is later.

Out-of-state claimants must also be prepared to record job search contacts for each week claimed.

- For each employer contact, you must provide the following items from your Job Search Log:
 - The date;
 - The business name and complete address;
 - The business phone number or email address;
 - How the contact was made;
 - The person you contacted;
 - The type of work you were seeking; and
 - The result.
- For each in-person activity, you must provide the following from your Job Search Log:
 - The date;
 - The office;
 - A description of the activity; and
 - The result.
- When scheduled, attend a Job Search Monitoring Interview at your WorkSource Office or local employment center to discuss your job search activities. Bring your Job Search Logs with you. If you fail to report for the one week review of your job search, we will schedule you for a job search review of all weeks claimed.

NOTE: If you are selected for an interview to review your job search activities, you are required to bring proof of your identity.

- Accept any reasonable offer of suitable work.
- Correctly report all hours worked, earnings, and any other income.
- Report in person to your WorkSource Office or local employment center when we ask you to do so.

If we have a question about your job search, we will schedule you for a review of all of your job search activities from the beginning of your claim. If you do not report for this interview or your job search is incomplete, we will question your availability for work and may deny your benefits. A denial of benefits will result in an overpayment that you must repay.

NOTE: *Your job search activities may include looking for self-employment, but this cannot substitute for your three job search contacts each week. You must look for work as an employee in your regular occupation. If your primary goal is self-employment, we will question your eligibility for benefits.*

Most claimants are automatically registered for work at the WorkSource Office or local employment center.

However, you must register within one week if we notify you. If you are an Interstate claimant, call 1-877-872-5627 to find the local employment center closest to you.

You do not need to register if you:

- Are partially unemployed because your hours were cut, or if you are “on standby” requested by your regular employer.
NOTE: You may request standby for up to four weeks as long as there is a definite return to work date. Standby will be verified with the employer. Any request to extend standby beyond four weeks (limit eight weeks total per benefit year) must come from your employer and be approved by the department.
- Are a member in good standing with a department-recognized full referral union.
- Are enrolled in a department approved training program.
- Have an anti-harassment order issued by the court for your protection.

Do I have to accept any job that is offered?

You do not have to look for or accept work that is not suitable. Work is not suitable if:

- The work is not in line with your training and experience. (After a period of time, any job you are qualified to do may become suitable work.)
- You would be forced to join or resign from a labor union.
- The hours or working conditions are not as favorable as most other jobs in your occupation in your area.
- The work is farther than the usual commuting distance for people in your occupation in your area.
- The wages offered are lower than the wages common for that occupation in your area.
- The work is unreasonably dangerous.
- You cannot physically do the work.
- The work would offend your religious beliefs or moral conscience.

Miscellaneous Information

Special Programs

Shared Work Claimants

If you are an approved Shared Work participant, direct any questions to your employer representative, unless instructed to contact the Shared Work Administrative Unit. Claimants participating in the Shared Work program must follow most of the requirements outlined in this booklet, with a few exceptions. Shared Work participants are not required to look for work, keep a weekly job search log, and must report all paid time, including sick, vacation and holiday

hours and earnings, as regular work hours and earnings. Shared Work participants also are not allowed to use the automated phone or Internet services to file their initial claims and reopen claims. If you need additional assistance, contact the Shared Work Administrative Unit at 1-800-752-2500. **DO NOT** call the TeleCenter for assistance. See the Contact Information section for additional information.

Temporary Total Disability

A Temporary Total Disability (TTD) claim may be available to individuals who have been released as able to work by a doctor within the last 12 months, and:

- Received time loss pay for 13 or more consecutive weeks because of a work-related injury.
- Were off work for 13 or more consecutive weeks because of a nonwork related injury or illness.
- Received crime victims compensation for 13 or more consecutive weeks.

Because a TTD claim uses work before your injury or illness to establish your claim, it could result in a better claim. Call the TeleCenter if you need more information.

Definitions and Detailed Explanations

Fully unemployed means you have lost your job and you have performed no services during the week or have no earnings payable for the week. You cannot receive benefits if you work full-time for an employer or if you are fully self-employed.

Partially unemployed means you were originally hired to work full time and your employer has temporarily reduced your work hours because of lack of work. (If you are partially unemployed and filed your claim using the Internet, you must call the TeleCenter to learn whether you need to look for work.)

Part-time employment means that you routinely work less than full-time. If you work part-time, you may be eligible to receive a reduced

amount of unemployment benefits. You may receive some benefits over a longer term than someone who is fully unemployed. Part-time earnings may help you qualify for a new claim when your current claim ends. In order to receive partial benefits while working part-time, you must still look for full time work each week.

Part-time workers

You are a part-time worker for the purposes of this law (RCW 50.20.119) if you are otherwise eligible for benefits and:

- Earned wages in at least 40 weeks in your base year.
- Did not work more than 17 hours in any week of your *base year*.

If you meet this definition of a part-time worker, you do not have to look for full-time work to be eligible for unemployment benefits. You are required to be able, available and seeking suitable work that is 17 or fewer hours each week.

For more information, call the TeleCenter or see our Frequently Asked Questions at ptfaq.go2ui.com.

Suitable work is employment in an occupation in keeping with your prior work experience, education, training, and that you have the physical and mental ability to perform. Generally, suitable work is full time work. Self-employment is not included in the definition of suitable work.

Suitable work is different when you are collecting state funded extended

benefits. It is any work that is within your capabilities and that pays a gross wage that is at least equal to the higher of:

- Your Weekly Benefit Amount (plus any supplemental unemployment benefits); or
- The state or federal minimum wage (whichever is higher).

Unemployed through no fault of your own means you were laid off, you quit your job with good cause as defined by state law, or you were fired but not for misconduct/gross misconduct. If you voluntarily quit without good cause, or were fired for misconduct/gross misconduct from any former job, we may deny you.

Able to work means you are physically able to work. If you cannot perform any type of work because you are injured or disabled, you may not be eligible for unemployment benefits. You must inform us whenever you are not able to work, if you apply for or receive any retirement or disability pension, or if you apply for or receive “time loss” income, “loss of earning power” or crime victim’s compensation.

Available for work means you must be ready, able, and willing to immediately accept any suitable work that fits your training, experience, and ability. You cannot place substantial restrictions on the types of work you will accept, or such things as hours, shifts, wages, and location that is customary for your occupation. It also means you must have a way to get to work and have childcare available if you need it. You must be legally entitled to work in the United States.

Whenever you are not available for work, including going to school, you must tell us. Otherwise, you could lose your benefits. You may also have to pay back the benefits you received and we may assess fraud.

Actively seeking work means you are looking for suitable work every week in the way that is common for your occupation and labor market. State law requires that people receiving unemployment benefits be actively looking for work.

For each week that you claim benefits, you must make at least three employer contacts or participate in three in-person job search activities (or a combination of both for a total of three) at your WorkSource Office or local employment center.

If you are a member of a full referral union, you must comply with your union’s dispatch rules.

If you are collecting additional or extended benefits under a state or federal program, you may be required to make more job search contacts.

You may not be required to make any job search contacts if you:

- Have been granted Commissioner Approved Training (CAT);
- Are approved for the Self-Employment Assistance Program;
- Are approved for Training Benefits;
- Are a member of a full referral union that is recognized by the department; or
- Are on department approved standby.

We will notify you of your job search requirements.

You may not have to register for work with us if you:

- Are a member of a **full referral union** that is recognized by this department. Your membership meets the job search requirements of the law as long as you are a member in good standing and are available for dispatch according to your union rules. You must be immediately available for work and do whatever your union requires of you to be referred to work. If you are not available

when called for dispatch, or if you refuse a dispatch or referral, you must report this information when you make your weekly claim;

- Are partially unemployed (your full-time job has been reduced to part-time work) or “on standby” requested by your regular employer and approved by the department;
- Are enrolled in an approved training program; or
- Have an anti-harassment order issued by the court for your protection.

If you are a student, you must let us know if you are attending school, registered for school, or planning to start school. Like anyone who is being paid unemployment benefits, you must still meet the other requirements listed without unreasonable limits on the hours you will work. If the department agrees that the only way you can return to work is by going to school, you may be able to receive benefits without looking for work. See Important Training Information in the front of this booklet to learn more about receiving unemployment benefits while going to school.

Continuing Eligibility means that after you begin receiving benefits, we may question your eligibility. If you are using the Automated Claims Line or Internet, you will be directed to call us or we will send you a request for written information. We will review the facts and send you a letter with our decision. If you have already received benefits for which you do not qualify, your decision letter will include an Overpayment Assessment that tells you how much you owe. (See the overpayment section in this booklet.) Unless you have returned to work, continue to file your weekly claims.

If you understand the decision but do not agree with it, you have 30 days to appeal. Continue to file your weekly claims during the appeal process.

Conditional Payment means that when you are receiving unemployment benefits and there is a question about your eligibility for benefits, we will pay you conditionally. This means that we will continue to pay you while we determine your eligibility for benefits. We will not pay you conditionally if you have had a break in claiming of at least four weeks because:

- You returned to work;
- You stopped filing a claim; or
- We denied your benefits.

If we deny benefits, you must repay the overpayment. You are not eligible for waiver.

For more information about these terms, go to our Web site at **home.go2ui.com**. If you do not have a computer, you can usually find one in the local library, or you can use one in your WorkSource Office or local employment center.

Who Pays Unemployment Taxes?

Businesses that have employees must register, report wages, and pay unemployment taxes. The businesses' tax obligation begins when it hires its first employee and pays the first payroll. This obligation includes taxes on full-time, part-time, and temporary employees.

What is Covered Employment?

Covered employment is a job in which the employer is required by law to report to our department and pay a payroll tax. This tax is used to pay unemployment benefits. Covered employment can also include work for local, state, tribal, federal government, military service, or work in another state. Unemployment insurance does not cover a few jobs, such as outside commission sales, real estate sales, certain non-profit organizations, and churches.

Exceptions to Covered Employment

Some types of businesses may not have to report all employees. ***Non-covered employees are not eligible to receive unemployment benefits.***

If you are a:

- a. **Business Owner** – Owns a business, or are a member of a Limited Liability Company or Limited Liability Partnership, you do not have to report owners, but you must report all employees.
 - 1) **Sole Proprietors** - Washington is a marital community state so owners and their spouses are not covered for unemployment insurance purposes;
 - 2) **Partnerships** - Partners in most cases are not covered for unemployment insurance purposes, there are some exceptions; limited partners in a limited partnership are covered if they are performing services for the limited partnership;
 - 3) **Limited Liability Companies (LLC)** - the members or registered agents of these companies are not covered by unemployment insurance; and
 - 4) **Corporations** - All services performed by corporate officers, regardless of the nature of the work, are not covered by unemployment insurance purposes unless the corporation chooses to voluntarily cover its officers and the department approves such coverage. It must provide the corporate officers with a written notice informing them of the ineligibility for unemployment benefits. The exemption is not effective until the date of the written

notice. The notice is to be signed by the corporate officer(s). Corporate officers in non-profit, 501(c)(3) organizations are reportable as covered employees; as are corporate officers in local government (city, county, towns, or tribes) and political subdivisions.

Note: Even if covered by UI, corporate officers who own 10% or more of company stock are not eligible for benefits unless the business is closed or they are permanently removed as an officer.

Note: If an employer has been reporting corporate officers and chooses to exempt these corporate officers and not continue to report them, they are to immediately provide a signed and dated notification of exemption to each officer notifying them of exemption from unemployment insurance coverage. A copy of this document should be maintained as part of their permanent corporate file.

- b. **Small Farm Operator** – Operates a small farm with a quarterly payroll of less than \$20,000 and fewer than ten employees; you do not have to report your spouse, children under 18, or student workers. You must report and pay taxes on all other employees.
- c. **Domestic Services** – Hires someone to perform domestic services in a private home, college club, fraternity, or sorority, you do not have to report unless you pay wages of \$1000 or more per quarter to one or more workers. If payroll exceeds \$1000 in any quarter, the employer must report wages for the entire year retroactive to the beginning of the year.
- d. **Non-profit Preschool** – Operates a private, nonprofit preschool, the business does not have to report if it employs fewer than four staff.

Who May Not Be Eligible For Benefits?

Other types of employees that may not have to be reported to our department and may not be eligible to receive unemployment benefits include:

- Independent contractors (self-employed) that are registered and paying taxes to other state agencies
- Non-resident aliens who are temporarily in the United States as a non-immigrant (Visa classification F, H-2A, H-2B, H-3 or J)
- Commissioned salespeople selling goods, not services, outside all of the places of business of the company
- Elected government officials
- Church employees
- Licensed Insurance agents
- Licensed Real estate agents, brokers, and investment company agents
- Appraisers if they meet the terms in RCW 50.04.255
- Travel agents if they meet the terms in RCW 50.04.232
- Work-study students or students who work for a college while attending the college

We Share Limited Information About You

We must give information about your claim to any of your base year employers or employer representatives if they request it. We can give them:

- Your home address and telephone number;
- Amount of benefits paid; and
- Copies of your file including statements made and documents collected regarding issues on your claim.

NOTE: *This does not apply to individuals who are victims of domestic violence or stalking and are a participant in the Washington State Address Confidentiality Program (ACP).*

We cannot give information about you or discuss your claim with anyone else unless we have a signed release of information on file giving us permission or are ordered to do so by a Hearings Tribunal.

Privacy Act

The Privacy Act of 1974 requires this department to provide the following information because you are being asked to furnish your Social Security Number (SSN) under the authority of the Internal Revenue Code of 1954 (26 U.S.C. 85, 6011(a), 6050B, and 6109(a)):

Furnishing your SSN is mandatory under federal law.

Your SSN is used:

- For processing your unemployment claim;
- To match with Social Security Administration records to verify your identity;
- To report unemployment benefit

payments to the Internal Revenue Service (IRS) as, taxable income;

- For statistical purposes;
- To detect fraud in federal and state programs;
- For child support enforcement purposes;
- To verify eligibility for unemployment benefits and public assistance;
- To verify eligibility for Housing and Urban Development (HUD) programs; and
- To assist in tracking people who have not paid back their student loans.

Wage, income, and other information under your SSN may be exchanged with other agencies that administer federally assisted programs.

Note: *To prevent unauthorized use, we will verify the Social Security Number that you provide to establish your unemployment claim with the Federal Social Security Administration through a cross match process.*

Data Sharing Notice

We will share information about you with our WorkSource partners for the purpose of providing you with employment and training-related services. Examples of WorkSource partners are community colleges; community service organizations such as Community Action Councils and Career Pathways; the Department of Social and Health Services (DSHS); and the Division of Vocational Rehabilitation within DSHS. WorkSource partners differ in each region.

The information we will share includes:

- Your name;

- Address;
- SSN;
- Wage;
- Other relevant identifying information; and
- Your employment & educational history.

Sharing the information among WorkSource partners allows you to receive services from them without having to give the same information to each of the partners.

WorkSource partners may not share this information with anyone else.

You may ask us not to share your information with WorkSource partners and we will honor that request. You are still eligible for services from these partners.

We will not share this information if you have a court order issued for your protection or you are a victim of domestic violence and are a participant in the Washington State Address Confidentiality Program (ACP).

We will strictly obey the laws that protect your private information.

We will send you a copy of the Data Sharing Notice when we mail the Statement of Wages and Hours to you. We send this to you when you file your claim for benefits. If you do not want us to share your information with these partners, please complete the form, sign it, and mail it to us. This form is also available in Spanish, Russian and Vietnamese from your local WorkSource Office. If you have any questions about data sharing with WorkSource partners, please contact your local WorkSource Office.

We will never share information about you for commercial purposes.

Are My Unemployment Benefits Taxable Income?

Yes. Your tax payment options are described in this section.

To withhold or not to withhold?

The federal income tax law does not require us to withhold taxes from your weekly unemployment benefits. However, you may choose to have 10% of your weekly benefits deducted for income tax.

If you want income taxes taken from your benefits, this may help you avoid a large tax bill.

We cannot refund any money we withhold for income tax purposes. If we overpay you, and the payment includes an Internal Revenue Service (IRS) deduction, you must repay the benefits you received, along with the amount we withheld and sent to the IRS.

If you want taxes taken from your benefits, and did not tell the TeleCenter when you filed your claim, complete the Voluntary Withholding Form below and send it to the address listed or call the TeleCenter.

Statement of taxes paid

After January 15th of each year, the department will mail an IRS 1099-G form showing the total benefits paid and the amount of income taxes withheld in the prior calendar year. This form is mailed to the last address on your claim. **If you have stopped claiming benefits and moved, it is important that you give us your new address before the end of the year so we can send the 1099-G form to your correct address.** This information is also provided to the IRS.

The amount on the 1099-G form does not include any adjustments, such as overpayments, nor does it include any amount you returned to us. If you had adjustments for overpayments, you must resolve the differences with the IRS using receipts or other records to support your tax return. If you have questions about reporting adjustments on your income tax, contact the IRS for assistance.

The IRS does not require a copy of the 1099-G to file your income tax.

Between January 30th and April 30th, you can obtain the prior year's tax information by calling the Unemployment Information and Automated Claims Line. If you were issued more than one 1099-G, you will hear a total amount that includes all 1099-Gs. This information is also available on the Internet from the Weekly Claims option at www.go2ui.com.

If you file your tax return electronically, you will also need to identify the agency which paid you the benefits. In this state it is:

Employment Security Department
State of Washington
PO Box 9046
Olympia, WA 98507-9046
Federal ID 91-6001099
1-800-318-6022

You may stop withholding taxes from your weekly benefits at any time by calling the Unemployment Claims TeleCenter, but only the IRS can refund your withholdings for income tax. The IRS can only refund your money if you qualify for a refund on your annual federal income tax return.

Yes,
I want 10% of my weekly unemployment benefit payment withheld for income tax.

Your name: _____

Your signature: _____

Your Social Security number: _____

Date: _____

Return this form to:

Employment Security Department
Centralized Claims Processing Unit
P.O. Box 9555
Olympia, WA 98507-9555

Or fax:
(360) 902-9558
(877) 280-6224

What Job Search Assistance Is Available?

The Employment Security Department is Washington's largest employment agency. Each year our local WorkSource Offices refer thousands of applicants to jobs. Nearly 75,000 of them get jobs - one every 90 seconds! Each year we help another 25,000 people find work by teaching them how to search for a job or by linking them with specialized training at community and technical colleges or on-the-job training programs. You can find your next job this way too. We are here to help you! Interstate claimants can locate the nearest local employment center by calling 1-877-872-5627 or on the Internet at www.servicelocator.org.

Local resources

You can find a wealth of resources to help you find your next job at your local WorkSource Office. We will refer you to available jobs, training opportunities, and community services and help you use the on-site resources.

We have:

Free photocopiers and computer printers to give you a professional looking resume.

Videotapes and books with helpful information about job search strategies, writing resumes, interviewing skills, and finding the hidden job market.

Personal computers for preparing resumes and researching labor market information. You can also use the computer to write letters to potential employers, run tutorial programs on how to look for a job, download application forms for state jobs, or assess your aptitudes and interests to find clues to the right job for you.

Internet access including the department's site (go2worksource.com) and national job listings. You can also use the computer to access information about unemployment benefits.

Newspapers and other publications for searching job listings and researching the labor market.

Job announcements for state, federal, and local government agencies; colleges and universities; and large businesses.

"Job Line" phone numbers for major employers.

Local phone directories.

We can also provide consultation for those who request it. We can help identify your unique assets, skills and experiences that an employer will value. We can help you learn skills (such as computer skills) to improve your chances of finding a good job.

Classes, workshops, and other facilitated services at the WorkSource Office can also meet your weekly job search requirements.

What Resources Are Available on the Internet?

The Employment Security Department's home page has a link to information about Unemployment Insurance (UI). The site address is **www.home.go2ui.com**. This site provides information and services related to unemployment benefits.

Services Offered

You can use this site to:

- Apply for unemployment benefits, file your weekly claim, or reopen your claim;
- Get information about unemployment insurance tax, including information about filing tax reports and laws related to UI tax;
- Read the Laws and Regulations related to the Employment Security Department;
- Read our Frequently Asked Questions;
- Get statistical information about a wide range of topics related to the UI program;
- Read "Just the Facts" which contains the mission statement for the department and provides a brief history of the UI program;
- Download forms and brochures used for unemployment benefits and tax;
- Read the glossary of terms used in the UI program;
- Read information about the services available to specific layoff populations, such as dislocated Boeing workers; and
- Find links to other resources for information about other state of Washington sites and related federal agency sites.

You can also send e-mail messages to the department and ask questions about unemployment issues if you can not find the answer on the web site.

You can apply for unemployment benefits through the Internet unless:

- You worked in two or more states in the last 24 months.
- You worked in only one state other than Washington in the last 24 months.
- You were totally disabled for at least 13 consecutive weeks due to a work related injury or a non-work related injury or illness, AND you were released by your doctor within the last 12 months.

How Can I Expand My Job Search?

Use the power of the World Wide Web to find:

- Job and resume databases. You can browse thousands of jobs and post your resume to help an employer find you.

***NOTE:** Browsing job listings or posting your resume on the Internet (HotJobs.com, CareerBuilder.com, Monster.com, etc.) does not count as a job search contact unless you submit a job application to a specific employer. It also does not count as an in-person job search activity when done at the WorkSource Office.*

- Employer information. You can find out where a company is located and who to talk to about available jobs. You can even check out financial information about the company before you apply.

General Information

Find labor market information, such as the latest wage information on jobs in your field before you negotiate your salary. Use Employment Security's Workforce Explorer at www.workforceexplorer.com.

Employment Security's Home Page

Access helpful information about the Washington Employment Security Department on our home page at <http://fortress.wa.gov/esd/portal/>.

Some of the best sources on the World Wide Web are listed here.

Job and Resume Databases

Explore and apply for job openings via Employment Security's job-finding web page, WorkSource, at: go2worksource.com.

WorkSource is Washington's official site for career and employment resources for job seekers and employers. As a service to you, the following can be accessed from the WorkSource web site:

Classified Job Ads - Find job listings in on-line newspapers.

Company Sites - Many employers list job opportunities on their company web sites.

Government Jobs - Federal, state, city, county, and regional are listed here.

Find Washington State jobs listed by the Washington Department of Personnel at <http://www.dop.wa.gov>.

What Special Services Are Available?

We want to help you get back to work quickly. We give extra attention to people with special needs or those having a hard time finding a job.

Veteran Services

You are eligible for veteran's assistance if you:

- Served on active duty for more than 180 days;

- Were discharged or released (except for dishonorable discharge); or
- Were discharged or released for a service-connected disability.

At the WorkSource Office or local employment center, you will work with a fellow veteran to identify your skills, and learn new ways to market yourself. We will also help link you to employers

who want to hire veterans. We will show you how to use the services at the WorkSource Office or local employment center and other sources aimed at helping veterans compete in the civilian job market. For example:

- **Veteran work study**
- **Federal contractor job listings**
- **Veterans Readjustment Act**
- **Montgomery GI Bill**

We will also show you how employers can take advantage of incentives to hire veterans such as tax credits and reimbursement for wages.

Trade Act

If you lost your job or your hours were cut due to foreign imports or shifts of U.S. production, you may be eligible for assistance under the Trade Act. A petition must be filed with the U.S. Department of Labor to certify that the loss of employment or hours qualifies for this program. For more information, call your nearest WorkSource Office or local employment center. You may also go online at www.doleta.gov/tradeact.

Trade adjustment assistance may include:

- Employment and vocational counseling to help you prepare for a job search;
- Training in skills for a new occupation, basic or remedial education, literacy, or English as a second language;
- A job search allowance to cover your expenses in finding a job outside your normal commuting area;
- A relocation allowance to cover expenses for moving to a new area for a job; and
- Additional financial support after your unemployment benefits run out, as long as you are enrolled in an approved full-time training program.

Dislocated worker

If you are a dislocated worker, you may be eligible for additional services. The services are available if you lost your job and are unlikely to return to your usual occupation due to:

- Plant closure;
- Mass layoff;
- Foreign competition; or
- Lack of demand for your skills.

Displaced homemakers and self-employed people affected by market changes are among those who may qualify. Dislocated workers can use the resources of a WorkSource Office or local employment center and other services to prepare for a new occupation. Services include:

- Training in skills needed for jobs in your area;
- Basic literacy;
- English as a second language;
- On-the-job training;
- Starting your own business;
- Finding a job in another area; and
- Helping your family cope with job loss.

If you have a disability . . .

specialists at our WorkSource Offices and local employment centers can help you find work.

If you are a community college student . . .

you may be able to obtain job readiness and job search assistance

by contacting the student employment office on campus. We cooperate with college placement services to offer job placement, resume assistance, job clubs, individual counseling, and labor market information – such as wages and jobs in your field.

Community Resources

Your WorkSource Office or local employment center can refer you to food banks, free credit counseling, and a wide range of other community resources to help you cope with unemployment.

The Washington Basic Health Plan

If you have no health insurance, or are having difficulty paying for your health insurance, you may qualify for the state-sponsored Washington Basic Health Plan. This insurance is available to Washington residents at a much lower cost than most private health insurance plans. You may be able to insure your children at no cost to you. To find out if you are eligible, or to request an application, call 1-800-826-2444. You may also visit their web site at www.basichealth.hca.wa.gov.

If you think you qualify for any of the special services listed, call or visit your WorkSource Office or local employment center for assistance.

WorkSource Offices and Affiliates

Aberdeen (Grays Harbor)

Main Number 360-533-9318
Toll Free 1-800-783-0657
TTY 360-538-2349
511 W Heron St
Aberdeen - 98520

American Lake VA Hospital

Main Number 253-582-8440, ext 6889
Couns & Pys Services Office, Bldg 148
Tacoma - 98433

Auburn

Main Number 253-804-1177
TTY 253-804-1177
2707 "I" St NE
Auburn - 98002-2411

Bellingham (Whatcom)

Main Number 360-676-1521
101 Prospect St
Bellingham - 98225

Bremerton

Main Number 360-337-4810
1300 Sylvan Way, 1st Floor
Bremerton - 98310

Chehalis (Lewis County)

Main Number 360-748-2360
TTY 360-748-6889
Lewis County Mall
151 NE Hampe Way
Chehalis - 98532

Colville

Main Number 509-685-6158
956 S Main, Suite B
Colville - 99114

Ellensburg (Kittitas County)

Main Number 509-925-5311
412 N. Main St
Ellensburg - 98926

Everett

Main Number 425-258-6300
TTY 425-257-1216
3201 Smith Ave, Suite 114
Everett - 98201

Goldendale

Main Number 509-773-5503
116 E Main
Goldendale - 98620

Grandview (Apr-Oct)

Main Number 509-882-3200
601 E Main St
Grandview - 98930

Kelso (Cowlitz/Wahkiakum East)

Main Number 360-577-2250
TTY 360-578-4249
711 Vine St, PO Box 29
Kelso - 98626

Kennewick (Columbia Basin)

Main Number 509-734-5900
TTY 509-734-5956
815 N Kellogg, Suite D
Kennewick - 99336

Lakewood

Main Number 253-589-7119
10107 S Tacoma Way, Suite A-2
Lakewood - 98499

Long Beach

Main Number 360-642-6213
2601 N Pacific Hwy
Long Beach - 98631

Lynnwood

Main Number 425-673-3300
TTY 425-712-3047
20311 52nd Ave W, Suite 300
Lynnwood - 98036

Mattawa (Mar-Oct)

Main Number 509-932-4045
403 Boundary St.
Mattawa - 99349

McChord Outstation

Main Number 253-982-2009
62 MSS/WSES 552 A St
McChord - 98438

Moses Lake

Main Number 509-766-2559
TTY 509-766-6509
309 E 5th Ave
Moses Lake - 98837

Mount Vernon

Main Number 360-416-3500
TTY 360-416-3582
301 Valley Mall Way, Ste 110, PO Box 160
Mount Vernon - 98273

Oak Harbor (Whidbey Island)

Main Number 360-675-5966
31975 SR 20, Ste 3
Oak Harbor - 98277

Olympia

Main Number 360-704-3600
TTY 360-570-4253
1570 Irving St SW, PO Box 9765
Tumwater - 98512

Omak (Okanogan County)

Main Number 509-826-7310
Toll Free 1-800-887-8057
TTY 509-826-7578
126 S Main, PO Box 3759
Omak - 98841

Port Angeles (Clallam County)

Main Number 360-457-2100
TTY 360-457-2106
228 West 1st St., Suite A
Port Angeles - 98362

Port Hadlock

Main Number 360-379-5036
207 W Patisson
Port Hadlock - 98339

Pullman

Main Number 509-332-6549
350 SE Fairmont Rd, Suite 2
Pullman - 99163-5500

Redmond

Main Number 425-861-3700
TTY 425-861-3808
7735 178th Pl NE
Redmond - 98052

Renton

Main Number 206-205-3500
500 SW 7th Street, Suite 100
Renton - 98057

Seattle (North)

Main Number 206-440-2500
TTY 206-440-2464
12550 Aurora Ave N, PO Box 33820
Seattle - 98133

Seattle (Rainier)

Main Number 206-721-6000
TTY 206-721-4335
2531 Rainier Ave S, PO Box 22510
Seattle - 98144-5328

Shelton (Mason County)

Main Number 360-427-2174
310 E Wallace Kneeland Blvd, Suite 224 322
Shelton - 98584

South Bend

Main Number 360-875-9470
307 E Robert Bush Dr, PO Box 188
South Bend - 98586

Spokane

Main Number 509-532-3000
TTY 509-532-3028
130 S Arthur St
Spokane - 99202-2291

Stevenson

Main Number 509-427-4464
704 SW Rock Creek Dr, PO Box 847
Stevenson - 98648

Sunnyside

Main Number 509-836-5405
TTY 509-836-1130
1925 Morgan Rd
Sunnyside - 98944

Tacoma (Pierce)

Main Number 253-593-7300
1305 Tacoma Ave S, Suite 201
Tacoma - 98402

Tieton (Aug-Oct)

Main Number 509-673-5380
704 Wisconsin Ave
Tieton - 98947

Vancouver (Town Plaza)

Main Number 360-735-5000
TTY 360-735-5094
5411 E Mill Plain Blvd, Suite 15
Vancouver - 98661

Walla Walla

Main Number 509-527-4393
TTY 509-527-1834
1530 Stevens, PO Drawer H
Walla Walla - 99362

Wapato (May-Oct)

Main Number 509-877-3166
1283 S Camas Rd
Wapato - 98951

Wenatchee

Main Number 509-665-6605
TTY 509-665-3744
215 Bridge St, PO Box 1927
Wenatchee - 98801

White Salmon

Main Number 509-493-1210
Toll Free 1-800-511-7388
TTY 509-493-5025
107 W Jewett Blvd, PO Box 2169
White Salmon - 98672

Yakima

Main Number 509-574-0105
TTY 509-574-0117
306 Division St
Yakima - 98902

Zillah (Apr-Oct)

Main Number 509-829-5554
1002 1st Ave
Zillah - 98953

Internet: www.go2worksource.com

Equal Employment Opportunity is the Law

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a federal contract or subcontract are protected under the following Federal laws:

- Race, color, religion, sex, national origin
Executive Order 11246, as amended
- Individuals with disabilities
Section 503 of the Rehabilitation Act of 1973
- Vietnam era & special disabled veterans
Vietnam Era Veterans' Readjustment Assistance Act of 1974

If you believe you have been discriminated against under any of the above laws, you should contact:

Director
Pacific Region
Office of Federal Contract
Compliance Programs
71 Stevenson Street
Suite 1700
San Francisco, CA 94105
Phone: (415) 848-6969
Fax: (415) 848-6955

Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

- Race, color, religion, sex, national origin
Title VII of the Civil Rights Act of 1964
- Individuals with disabilities
Americans with Disabilities Act of 1990
- Age
Age Discrimination in Employment Act of 1967
- Sex (wages)
Equal Pay Act of 1963

If you believe you have been discriminated against under any of the above laws, you should contact:

U.S. Equal Opportunity Commission
1801 L St. NW
Washington, DC 20507

or, an EEOC field office by calling toll free,
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Programs or Activities Receiving Federal Financial Assistance

It is against the law for the Employment Security Department to discriminate on the following basis:

- Race, color, religion, sex, national origin, age, disability, political affiliation or belief; and in service delivery, based on citizenship or status as a participant in any WIA Title I financially assisted program or activity

If you believe you have been discriminated against, you have the right to file a complaint within 180 days from the date of the alleged discrimination with either:

Director
Civil Rights Center
U.S. Department of Labor
Room N-4123
200 Constitution Avenue NW
Washington, DC 20210
Phone: (202) 693-6502
TTY: (202) 693-6515

or,

EO Officer
Employment Security Department
PO Box 9046
Olympia, WA 98507-9046
Phone: (360) 902-9530
TTY: (360) 902-9569

Benefit Tracking Calendar

Enter the date week is claimed in column C

Enter the date benefit received in column D

STATE OF WASHINGTON EMPLOYMENT SECURITY DEPARTMENT First Quarter - 2008

A								B	C	D
WEEK #	MONTH	S	M	T	W	T	F	S	DATE WEEK IS CLAIMED	DATE PAYMENT IS RECEIVED
1	JANUARY	6	7	8	9	10	11	12		
2		13	14	15	16	17	18	19		
3		20	21	22	23	24	25	26		
4		27	28	29	30	31	FEB 1	2		
5	FEBRUARY	3	4	5	6	7	8	9		
6		10	11	12	13	14	15	16		
7		17	18	19	20	21	22	23		
8		24	25	26	27	28	29	MAR 1		
9	MARCH	2	3	4	5	6	7	8		
10		9	10	11	12	13	14	15		
11		16	17	18	19	20	21	22		
12		23	24	25	26	27	28	29		
13		30	31	APR 1	2	3	4	5		
Base Year: October 1, 2006 thru September 30, 2007 Base Year Quarters: 4 of 2006; 1, 2 and 3 of 2007								Alternate Base Year: January 1, 2007 thru December 31, 2007 Alternate Base Year Quarters: 1, 2, 3 and 4 of 2007		

2008 CLAIMANT CALENDAR Third Quarter - 2008

A								B	C	D
WEEK #	MONTH	S	M	T	W	T	F	S	DATE WEEK IS CLAIMED	DATE PAYMENT IS RECEIVED
27	J	6	7	8	9	10	11	12		
28	U L Y	13	14	15	16	17	18	19		
29		20	21	22	23	24	25	26		
30		27	28	29	30	31	AUG 1	2		
31	A U G U S T	3	4	5	6	7	8	9		
32		10	11	12	13	14	15	16		
33		17	18	19	20	21	22	23		
34		24	25	26	27	28	29	30		
35		31	SEP 1	2	3	4	5	6		
36	S E P T E M B E R	7	8	9	10	11	12	13		
37		14	15	16	17	18	19	20		
38		21	22	23	24	25	26	27		
39		28	29	30	OCT 1	2	3	4		
Base Year: April 1, 2007 thru March 31, 2008 Base Year Quarters: 2, 3 and 4 of 2007; 1 of 2008							Alternate Base Year: July 1, 2007 thru June 30, 2008 Alternate Base Year Quarters: 3 and 4 of 2007; 1 and 2 of 2008			

Second Quarter - 2008

A								B	C	D
WEEK #	MONTH	S	M	T	W	T	F	S	DATE WEEK IS CLAIMED	DATE PAYMENT IS RECEIVED
14	A P R I L	6	7	8	9	10	11	12		
15		13	14	15	16	17	18	19		
16		20	21	22	23	24	25	26		
17		27	28	29	30	MAY 1	2	3		
18	M A Y	4	5	6	7	8	9	10		
19		11	12	13	14	15	16	17		
20		18	19	20	21	22	23	24		
21		25	(26)	27	28	29	30	31		
22	J U N E	1	2	3	4	5	6	7		
23		8	9	10	11	12	13	14		
24		15	16	17	18	19	20	21		
25		22	23	24	25	26	27	28		
26		29	30	JUL 1	2	3	(4)	5		
Base Year: January 1, 2007 thru December 31, 2007 Base Year Quarters: 1, 2, 3 and 4 of 2007								Alternate Base Year: April 1, 2007 thru March 31, 2008 Alternate Base Year Quarters: 2, 3 and 4 of 2007; 1 of 2008		

Fourth Quarter - 2008

A								B	C	D	
WEEK #	MONTH	S	M	T	W	T	F	S	DATE WEEK IS CLAIMED	DATE PAYMENT IS RECEIVED	
40	OCTOBER	5	6	7	8	9	10	11			
41		12	13	14	15	16	17	18			
42		19	20	21	22	23	24	25			
43		26	27	28	29	30	31	NOV 1			
44	NOVEMBER	2	3	4	5	6	7	8			
45		9	10	11	12	13	14	15			
46		16	17	18	19	20	21	22			
47		23	24	25	26	27	28	29			
48	DECEMBER	30	DEC 1	2	3	4	5	6			
49		7	8	9	10	11	12	13			
50		14	15	16	17	18	19	20			
51		21	22	23	24	25	26	27			
52		28	29	30	31	JAN 1	2	3			
Base Year: July 1, 2007 thru June 30, 2008							Alternate Base Year: October 1, 2007 thru September 30, 2008				
Base Year Quarters: 3 and 4 of 2007; 1 and 2 of 2008							Alternate Base Year Quarters: 4 of 2007; 1, 2 and 3 of 2008				

Earnings Deduction Chart

Gross Earnings (From)	Earnings (To)	Deductions	Gross Earnings (From)	Earnings (To)	Deductions	Gross Earnings (From)	Earnings (To)	Deductions	Gross Earnings (From)	Earnings (To)	Deductions	Gross Earnings (From)	Earnings (To)	Deductions	Gross Earnings (From)	Earnings (To)	Deductions																		
\$0.00	-	\$5.00	=	\$0		\$129.01	-	\$130.33	=	\$94		\$254.34	-	\$255.66	=	\$188		\$379.67	-	\$381.00	=	\$282		\$505.01	-	\$506.33	=	\$376		\$571.67	-	\$573.00	=	\$426	
5.01	-	6.33	=	1		130.34	-	131.66	=	95		255.67	-	257.00	=	189		381.01	-	382.33	=	283		506.34	-	507.66	=	377		573.01	-	574.33	=	427	
6.34	-	7.66	=	2		131.67	-	133.00	=	96		257.01	-	258.33	=	190		382.34	-	383.66	=	284		507.67	-	509.00	=	378		574.34	-	575.66	=	428	
7.67	-	9.00	=	3		133.01	-	134.33	=	97		258.34	-	259.66	=	191		383.67	-	385.00	=	285		509.01	-	510.33	=	379		575.67	-	577.00	=	429	
9.01	-	10.33	=	4		134.34	-	135.66	=	98		259.67	-	261.00	=	192		385.01	-	386.33	=	286		510.34	-	511.66	=	380		577.01	-	578.33	=	430	
10.34	-	11.66	=	5		135.67	-	137.00	=	99		261.01	-	262.33	=	193		386.34	-	387.66	=	287		511.67	-	513.00	=	381		578.34	-	579.66	=	431	
11.67	-	13.00	=	6		137.01	-	138.33	=	100		262.34	-	263.66	=	194		387.67	-	389.00	=	288		513.01	-	514.33	=	382		579.67	-	581.00	=	432	
13.01	-	14.33	=	7		138.34	-	139.66	=	101		263.67	-	265.00	=	195		389.01	-	390.33	=	289		514.34	-	515.66	=	383		581.01	-	582.33	=	433	
14.34	-	15.66	=	8		139.67	-	141.00	=	102		265.01	-	266.33	=	196		390.34	-	391.66	=	290		515.67	-	517.00	=	384		582.34	-	583.66	=	434	
15.67	-	17.00	=	9		141.01	-	142.33	=	103		266.34	-	267.66	=	197		391.67	-	393.00	=	291		517.01	-	518.33	=	385		583.67	-	585.00	=	435	
17.01	-	18.33	=	10		142.34	-	143.66	=	104		267.67	-	269.00	=	198		393.01	-	394.33	=	292		518.34	-	519.66	=	386		585.01	-	586.33	=	436	
18.34	-	19.66	=	11		143.67	-	145.00	=	105		269.01	-	270.33	=	199		394.34	-	395.66	=	293		519.67	-	521.00	=	387		586.34	-	587.66	=	437	
19.67	-	21.00	=	12		145.01	-	146.33	=	106		270.34	-	271.66	=	200		395.67	-	397.00	=	294		521.01	-	522.33	=	388		587.67	-	589.00	=	438	
21.01	-	22.33	=	13		146.34	-	147.66	=	107		271.67	-	273.00	=	201		397.01	-	398.33	=	295		522.34	-	523.66	=	389		589.01	-	590.33	=	439	
22.34	-	23.66	=	14		147.67	-	149.00	=	108		273.01	-	274.33	=	202		398.34	-	399.66	=	296		523.67	-	525.00	=	390		590.34	-	591.66	=	440	
23.67	-	25.00	=	15		149.01	-	150.33	=	109		274.34	-	275.66	=	203		399.67	-	401.00	=	297		525.01	-	526.33	=	391		591.67	-	593.00	=	441	
25.01	-	26.33	=	16		150.34	-	151.66	=	110		275.67	-	277.00	=	204		401.01	-	402.33	=	298		526.34	-	527.66	=	392		593.01	-	594.33	=	442	
26.34	-	27.66	=	17		151.67	-	153.00	=	111		277.01	-	278.33	=	205		402.34	-	403.66	=	299		527.67	-	529.00	=	393		594.34	-	595.66	=	443	
27.67	-	29.00	=	18		153.01	-	154.33	=	112		278.34	-	279.66	=	206		403.67	-	405.00	=	300		529.01	-	530.33	=	394		595.67	-	597.00	=	444	
29.01	-	30.33	=	19		154.34	-	155.66	=	113		279.67	-	281.00	=	207		405.01	-	406.33	=	301		530.34	-	531.66	=	395		597.01	-	598.33	=	445	
30.34	-	31.66	=	20		155.67	-	157.00	=	114		281.01	-	282.33	=	208		406.34	-	407.66	=	302		531.67	-	533.00	=	396		598.34	-	599.66	=	446	
31.67	-	33.00	=	21		157.01	-	158.33	=	115		282.34	-	283.66	=	209		407.67	-	409.00	=	303		533.01	-	534.33	=	397		599.67	-	601.00	=	447	
33.01	-	34.33	=	22		158.34	-	159.66	=	116		283.67	-	285.00	=	210		409.01	-	410.33	=	304		534.34	-	535.66	=	398		601.01	-	602.33	=	448	
34.34	-	35.66	=	23		159.67	-	161.00	=	117		285.01	-	286.33	=	211		410.34	-	411.66	=	305		535.67	-	537.00	=	399		602.34	-	603.66	=	449	
35.67	-	37.00	=	24		161.01	-	162.33	=	118		286.34	-	287.66	=	212		411.67	-	413.00	=	306		537.01	-	538.33	=	400		603.67	-	605.00	=	450	
37.01	-	38.33	=	25		162.34	-	163.66	=	119		287.67	-	289.00	=	213		413.01	-	414.33	=	307		538.34	-	539.66	=	401		605.01	-	606.33	=	451	
38.34	-	39.66	=	26		163.67	-	165.00	=	120		289.01	-	290.33	=	214		414.34	-	415.66	=	308		539.67	-	541.00	=	402		606.34	-	607.66	=	452	
39.67	-	41.00	=	27		165.01	-	166.33	=	121		290.34	-	291.66	=	215		415.67	-	417.00	=	309		541.01	-	542.33	=	403		607.67	-	609.00	=	453	
41.01	-	42.33	=	28		166.34	-	167.66	=	122		291.67	-	293.00	=	216		417.01	-	418.33	=	310		542.34	-	543.66	=	404		609.01	-	610.33	=	454	
42.34	-	43.66	=	29		167.67	-	169.00	=	123		293.01	-	294.33	=	217		418.34	-	419.66	=	311		543.67	-	545.00	=	405		610.34	-	611.66	=	455	
43.67	-	45.00	=	30		169.01	-	170.33	=	124		294.34	-	295.66	=	218		419.67	-	421.00	=	312		545.01	-	546.33	=	406		611.67	-	613.00	=	456	
45.01	-	46.33	=	31		170.34	-	171.66	=	125		295.67	-	297.00	=	219		421.01	-	422.33	=	313		546.34	-	547.66	=	407		613.01	-	614.33	=	457	
46.34	-	47.66	=	32		171.67	-	173.00	=	126		297.01	-	298.33	=	220		422.34	-	423.66	=	314		547.67	-	549.00	=	408		614.34	-	615.66	=	458	
47.67	-	49.00	=	33		173.01	-	174.33	=	127		298.34	-	299.66	=	221		423.67	-	425.00	=	315		549.01	-	550.33	=	409		615.67	-	617.00	=	459	
49.01	-	50.33	=	34		174.34	-	175.66	=	128		299.67	-	301.00	=	222		425.01	-	426.33	=	316		550.34	-	551.66	=	410		617.01	-	618.33	=	460	
50.34	-	51.66	=	35		175.67	-	177.00	=	129		301.01	-	302.33	=	223		426.34	-	427.66	=	317		551.67	-	553.00	=	411		618.34	-	619.66	=	461	
51.67	-	53.00	=	36		177.01	-	178.33	=	130		302.34	-	303.66	=	224		427.67	-	429.00	=	318		553.01	-	554.33	=	412		619.67	-	621.00	=	462	
53.01	-	54.33	=	37		178.34	-	179.66	=	131		303.67	-	305.00	=	225		429.01	-	430.33	=	319		554.34	-	555.66	=	413		621.01	-	622.33	=	463	
54.34	-	55.66	=	38		179.67	-	181.00	=	132		305.01	-	306.33	=	226		430.34	-	431.66	=	320		555.67	-	557.00	=	414		622.34	-	623.66	=	464	
55.67	-	57.00	=	39		181.01	-	182.33	=	133		306.34	-	307.66	=	227		431.67	-	433.00	=	321		557.01	-	558.33	=	415		623.67	-	625.00	=	465	
57.01	-	58.33	=	40		182.34	-	183.66	=	134		307.67	-	309.00	=	228		433.01	-	434.33	=	322		558.34	-	559.66	=	416		625.01	-	626.33	=	466	
58.34	-	59.66	=	41		183.67	-	185.00	=	135		309.01	-	310.33	=	229		434.34	-	435.66	=	323		559.67	-	561.00	=	417		626.34	-	627.66	=	467	
59.67	-	61.00	=	42		185.01	-	186.33	=	136		310.34	-	311.66	=	230		435.67	-	437.00	=	324		561.01	-	562.33	=	418		627.67	-	629.00	=	468	
61.01	-	62.33	=	43		186.34	-	187.66	=	137		311.67	-	313.00	=	231		437.01	-	438.33	=	325		562.34	-	563.66	=	419		629.01	-	630.33	=	469	
62.34	-	63.66	=	44		187.67	-	189.00	=	138		313.01	-	314.33	=	232		438.34	-	439.66	=	326		563.67	-	565.00	=	420		630.34	-	631.66	=	470	
63.67	-	65.00	=	45		189.01	-	190.33	=	139		314.34	-	315.66	=	233		439.67	-	441.00	=	327		565.01	-										

HOW TO COMPLETE YOUR CLAIM FORM

SIDE ONE

IMPORTANT: DO NOT MAIL A PAPER CLAIM FORM IF YOU ARE CLAIMING BENEFITS BY TELEPHONE

The instructions below apply only if you are filing for your weekly benefits by mailing a paper claim form. If you are filing for your weekly benefits by telephone, refer to the "You've Applied for Unemployment - What's Next? -- File Your Weekly Claim" brochure.

This form will help you complete your paper claim form. **Side One** shows how to complete the top section of the claim form. **Side Two** shows how to complete the bottom section of the claim form. If you have any questions or need assistance, please call the TeleCenter during regular business hours which are normally 8:00 a.m. - 5:00 p.m., Monday through Friday.

- Complete and accurate information is needed if your benefits are to be paid. To help us determine if payments should be made, we may need an interview with you. If you give us enough details on your claim form, many times we can make a decision from the information you provide. Answer all questions on your claim form completely and follow all directions. If necessary, explain in as much detail as possible. If you have paperwork that will help explain the situation, please attach a copy. Be sure you write your name and Social Security Number on all paperwork.
- **Mail your completed claim** during the week immediately following the week(s) you are claiming to: Centralized Claims Processing Unit, PO Box 9555, Olympia, WA 98507-9555 or fax it to (360) 902-9558 or 1-877-280-6224. Do not mail it to the address shown on the envelope that comes with your check.
- Before we can accept your claim form, it must have **SATURDAY week ending dates**, all questions must be answered, and it must be **signed**. If not, the form will be returned for you to complete.
- If you stop claiming benefits for a week or more and want to start again, **you must** reopen your claim by telephone.

CONTINUED CLAIM FORM — TOP SECTION

This area shows the last week processed on your claim.

If not already shown, enter your name and your **Social Security Number** in this area.

For each week you claim, you must answer questions **1** through **9** by checking the "YES" or "NO" box. Depending on your answers to each question, you may have to complete items **A** through **F** on your claim form (see **Side Two**).

• There are no right or wrong answers. By answering the questions, you are telling us what happened during the week(s) you are claiming. Make sure that all questions are answered and that, when necessary, you have explained your answers in detail.

• At times we may ask you to tell us where you looked for work during the week(s) you claim benefits. Be prepared to give us a list of the places where you looked. If asked, we will need the names, dates and telephone numbers of the employers you contacted.

• If your answer to question 6, 7 or 8 is "Yes," don't forget to show the amount of the pay before deductions.

CLAIMANT'S NAME JOHN DOE		SOCIAL SECURITY NUMBER 123-45-6789	
DATE	PROCESS DATE	WEP	BALANCE
02-18-06	02-18-06	2700	WBA 210 EXT BATCH FR
State of Washington - Employment Security Department UNEMPLOYMENT INSURANCE CLAIM FORM		OFFICE USE ONLY ADDR CHANGED? IP? OUT-OF-AREA? LATER?	

JOHN DOE
APT 99
1234 FIR LANE
CITY WA 99999
(XXX) 123-4567

IMPORTANT: If your name, address and/or telephone number is incorrect, please show corrections here.

Name: APT 16
Address: 237 Apple St.
City: Clebar State: Wa. ZIP: 98533
Phone No. Area Code: 360 555-1621

ANSWER ALL QUESTIONS BELOW	I am claiming unemployment benefits for the calendar week(s) ending midnight Saturday. THE DATES ARE:			
	02 25 06	03 04 06	FIRST WEEK	SECOND WEEK
1. Were you physically able and available for work each day? (If "No," complete "A" below.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Did you make an active search for work as directed and record your contacts on a Job Search Log? (If "No," complete "A" below.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Did you refuse any offer of work or fail to go for a scheduled job interview? (If "Yes," complete "A" below.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Have you applied for or did you receive work or crime victim's compensation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Have you applied for or did you have a change in pension? (If "Yes," complete "B" below.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. Did you receive holiday pay? (If "Yes," enter gross amount of pay before deductions and complete "C" below.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7. Did you receive vacation pay? (If "Yes," enter gross amount of pay before deductions and complete "D" below.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8. Did you receive pay in lieu of notice or termination pay? (If "Yes," enter gross amount of pay before deductions and complete "E" below.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9. Did you work? (If "Yes," complete "F" below.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO

This area shows the money left after the last week processed.

This area shows the amount you can be paid each week (the amount may be reduced by earnings or other deductions).

Use this area **ONLY** when your name, address or telephone number needs to be changed or corrected.

You must report any address change in writing. The Post Office will not forward your checks.

The **SATURDAY** week ending dates for the weeks you normally claim are printed here. If these are not the weeks you wish to claim, write in the correct dates.

If there are no preprinted dates, enter the **SATURDAY** week ending date(s) you are claiming. Remember, your claim form will be returned if there are no week ending dates shown or if the week ending date(s) you enter is other than Saturday. If you have any questions or need help, call the TeleCenter.

PRINT ALL ENTRIES CLEARLY

HOW TO COMPLETE YOUR CLAIM FORM

SIDE TWO

IMPORTANT: DO NOT MAIL A PAPER CLAIM FORM IF YOU ARE CLAIMING BENEFITS BY TELEPHONE

The instructions below apply only if you are filing for your weekly benefits by mailing a paper claim form. If you are filing for your weekly benefits by telephone, refer to the "You've Applied for Unemployment - What's Next -- File Your Weekly Claim" brochure.

A If you answered "NO" to questions 1 or 2, or "YES" to questions 3, complete A.

- If your answer to question 1 was "No," tell us why you were not physically able or available for work and for what day(s).
- If your answer to question 2 was "No," tell us why you were not able to make an active search for work and for what day(s).
- If your answer to question 3 was "Yes," tell us the employer's name, the date you refused the offer of work or failed to go to an interview and the reason why. Give us as much information as you can about the situation. If more space is needed for your explanation, use the back of your claim form.

B If you answered "YES" to question 5, complete B. Some retirement pensions are deductible, some are not. To make a correct decision, we need details about your pension or retirement pay. Attaching copies of paperwork (for example, your letter of award) regarding your pension will help.

We need this information only if there has been a change from what you have already told us.

C If you answered "YES" to question 6, complete C. Your holiday pay may be deductible for the week(s) claimed. We need to know how much you received (before deductions), for what holiday and who paid you. We also need to know how many hours the pay was for.

D If you answered "YES" to question 7, complete D. Your vacation pay may be deductible from the week(s) claimed. We need to know if the pay was for a cash-out of vacation time you had already earned or if it was payment for specific day(s). If for specific day(s), we need to know for what day(s) and how many hours were paid. We also need to know the amount you received (before deductions) and who paid you.

IF YOU DISAGREE WITH ANY DECISION THE DEPARTMENT MAKES ON YOUR CLAIM, YOU HAVE THE RIGHT

TO APPEAL WITHIN 30 DAYS OF THE MAILING DATE SHOWN ON THE DECISION.

CONTINUED CLAIM FORM — BOTTOM SECTION

A If you answered "NO" to questions 1 or 2, or "YES" to question 3, tell us why. Give details. (Were you sick, on vacation, had you returned to work, was the job too far away?) GIVE EXACT DATES. Explain WHERE (such as job location or location of school); WHO was involved (name of person who interviewed you, name of doctor, name of school). If you have other information you believe important, please explain or attach documentation.

Explaination: I was home with the flu on February 23 and 24.

B If you answered "YES" to question 5, please provide the following information about your pension.

Pension source? Is it: ☐ a new pension or ☐ a change in an existing pension?

New or changed monthly amount before deductions is \$. Effective date of this new or changed pension is .

C If you answered "YES" to question 6, be sure you have shown the gross amount of the holiday pay before deductions. For what holiday(s) were you paid? ML King Day-Feb 20. Payment source? Smith Brothers, Inc.. Hours paid for? 8 hours

D If you answered "YES" to question 7, be sure you have shown the gross amount of pay before deductions. The vacation pay was for ☐ a cash-out of prior time earned or ☐ certain specified dates (if for specified dates, what dates and hours?). Payment source? .

E If you answered "YES" to question 8, be sure you have shown the gross amount of pay before deductions. What type of pay? . Reason for pay? . Payment source? .

F If you answered "YES" to question 9, please provide the HOURS and EARNINGS information for each employer you worked for.

1. Employer's Name: Smith Brothers, Inc Address: 121 South Maple Street

City: Olympia State: WA Zip: 98555 Type of Work: Laborer

NUMBER OF HOURS WORKED EACH DAY													
FIRST WEEK							SECOND WEEK						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
TOTAL HOURS							TOTAL HOURS						
24							24						
GROSS EARNINGS							GROSS EARNINGS						
150.00							150.00						

If not scheduled to work after week(s) claimed, check reason why: ☐ OUT; ☐ 2 ☐ FIRED; ☒ 5 LACK OF WORK; ☐ 9 LACK OF WORK HOURS REDUCED; ☐ OTHER

2. Employer's Name: State: Zip: Type of Work:

City:

NUMBER OF HOURS WORKED EACH DAY													
FIRST WEEK							SECOND WEEK						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
TOTAL HOURS							TOTAL HOURS						
GROSS EARNINGS							GROSS EARNINGS						

If not scheduled to work after week(s) claimed, check reason why: ☐ OUT; ☐ 2 ☐ FIRED; ☐ 5 LACK OF WORK; ☐ 9 LACK OF WORK HOURS REDUCED; ☐ OTHER

PLEASE READ CERTIFICATION STATEMENT AND SIGN HERE BEFORE TURNING IN YOUR CLAIM FORM —

I certify that all information I provided on this form is correct. I know the law imposes penalties for false statements made on this claim.

CLAIMANT'S SIGNATURE John Doe EMP 5325 (REV. 11/03) OR 7540-085-167

E If you answered "YES" to question 8, complete E. Depending on the type of pay and reason, it may be deductible for the week(s) claimed. We need to know the type of pay you received. Was it "pay in lieu of notice" or "termination pay?"

We also need to know how much you received, reason you received the pay, what day(s) the pay was for and who paid you.

F If you answered "YES" to question 9, complete F. For each week you worked, we need to know the employer's name and address, the type of work you performed, the number of hours you worked each day during the week and your gross earnings (earnings before deductions).

If you were not scheduled to work after this week, we need to know why.

YOUR SIGNATURE: Sign your name here. We cannot accept your claim if it is not signed.

PRINT ALL ENTRIES CLEARLY

CLAIMANT'S NAME				SOCIAL SECURITY NUMBER					
	BYE	PROCESS DATE	LWP	BALANCE	WBA	EXT	BATCH	PR	

State of Washington - Employment Security Department

UNEMPLOYMENT INSURANCE CLAIM FORM

OFFICE USE ONLY

ADDR CHANGE? ☐ IPR? ☐ OUT-OF-AREA? ☐ LATE? ☐

Please print your name and social security number above. We cannot process your claim without it.

If your name, address or telephone number has changed since your last contact with this office, show the correction in the box to the right.

IMPORTANT: If your name, address and/or telephone number is incorrect, please show corrections here.

Name

Address

Address

City State Zip

Phone No. Area Code ()

ANSWER ALL QUESTIONS BELOW	I am claiming unemployment benefits for the calendar week(s) ending midnight Saturday. THE DATES ARE:	FIRST WEEK		SECOND WEEK	
		YES	NO	YES	NO
1. Were you physically able and available for work each day? (If No, complete "A" below.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Did you make an active search for work as directed and record your contacts on a Job Search Log? (If No, complete "A" below.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Did you refuse any offer of work or fail to go for a scheduled job interview? (If Yes, complete "A" below.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you applied for or did you receive workers or crime victim's compensation?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you applied for or did you have a change in pension? (If Yes, complete "B" below.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Did you receive holiday pay? (If Yes, enter gross amount of pay before deductions and complete "C" below.)		<input type="checkbox"/> \$	<input type="checkbox"/>	<input type="checkbox"/> \$	<input type="checkbox"/>
7. Did you receive vacation pay? (If Yes, enter gross amount of pay before deductions and complete "D" below.)		<input type="checkbox"/> \$	<input type="checkbox"/>	<input type="checkbox"/> \$	<input type="checkbox"/>
8. Did you receive pay in lieu of notice or termination pay? (If Yes, enter gross amount of pay before deductions and complete "E" below.)		<input type="checkbox"/> \$	<input type="checkbox"/>	<input type="checkbox"/> \$	<input type="checkbox"/>
9. Did you work? (If Yes, complete "F" below.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A If you answered **"NO"** to questions **1** or **2**, or **"YES"** to question **3**, tell us why. Give details. (Were you sick, on vacation, had you returned to work, was the job too far away?) **GIVE EXACT DATES.** Explain **WHERE** (such as job location or location of school); **WHO** was involved (name of person who interviewed you, name of doctor, name of school). If you have other information you believe important, please explain or attach documentation.

Explanation: _____

B If you answered **"YES"** to question **5**, please provide the following information about your pension.

Pension source? _____; Is it: ☐ a new pension? or ☐ a change in an existing pension?

New or changed monthly amount before deductions is \$ _____; Effective date of this new or changed pension is _____

C If you answered **"YES"** to question **6**, be sure you have shown the gross amount of the holiday pay before deductions. For what holiday(s) were you paid? _____; Payment source? _____; Hours paid for? _____

D If you answered **"YES"** to question **7**, be sure you have shown the gross amount of pay before deductions. The vacation pay was for: ☐ a cash-out of prior time earned, or ☐ certain specified dates (If for specified dates, what dates and hours? _____); Payment source? _____

E If you answered **"YES"** to question **8**, be sure you have shown the gross amount of pay before deductions. What type of pay? _____ For what date(s)? _____; Reason for pay? _____; Payment source? _____

F If you answered **"YES"** to question **9**, please provide the **HOURS** and **EARNINGS** information for each employer you worked for.

1. Employer's Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Type of Work: _____

FIRST WEEK								TOTAL		GROSS EARNINGS	
SU	MO	TU	WE	TH	FR	SA					

NUMBER OF HOURS WORKED EACH DAY

SECOND WEEK								TOTAL		GROSS EARNINGS	
SU	MO	TU	WE	TH	FR	SA					

If not scheduled to work after week(s) claimed, check reason why:

1 ☐ QUIT; 2 ☐ FIRED; 5 ☐ LACK OF WORK;

9 ☐ LACK OF WORK, HOURS REDUCED;

☐ OTHER _____

1. Employer's Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Type of Work: _____

FIRST WEEK								TOTAL		GROSS EARNINGS	
SU	MO	TU	WE	TH	FR	SA					

NUMBER OF HOURS WORKED EACH DAY

SECOND WEEK								TOTAL		GROSS EARNINGS	
SU	MO	TU	WE	TH	FR	SA					

If not scheduled to work after week(s) claimed, check reason why:

1 ☐ QUIT; 2 ☐ FIRED; 5 ☐ LACK OF WORK;

9 ☐ LACK OF WORK, HOURS REDUCED;

☐ OTHER _____

– PLEASE READ CERTIFICATION STATEMENT AND SIGN HERE BEFORE TURNING IN YOUR CLAIM FORM –

I certify that all information I provided on this form is correct. I know the law imposes penalties for false statements made on this claim.

CLAIMANT'S SIGNATURE _____

EMS 5325 (Rev. 11/03) CC 7540-032-167

Job Search Log

Keep this document for your records

NAME: SSN:

INSTRUCTIONS: Please use black or blue ink only. Keep this Job Search Log for your records. Do not send it to us unless we ask for it. You must complete a Log for each week you claim unemployment benefits. You must have a combined total of three employer contacts or approved job search activities each week. You can get more logs at your local WorkSource office or online at log.go2ui.com.

We may call the employers listed to verify that you looked for work. We may ask you for a copy of your Job Search Log anytime up to 60 days past the end of your benefit year or 30 days past the receipt of any benefits, whichever is later. Providing false information is fraud which can result in a denial of unemployment benefits and additional penalties.

Employer Contacts and Job Search Activities

Date of Contact MO-DA-YR	Business Name & Complete Address or WorkSource Office	How Contact was Made (Include phone number or complete e-mail or web address for all contacts)	Contact Person or Job Reference No.	Position Applied For or Approved WorkSource Activity
CONTACT 1	Business/WorkSource Office Name Street, P.O. Box, or Web Address City, State and Zip Code	<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> Email: <input type="checkbox"/> Web address:		
CONTACT 2		<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> Email: <input type="checkbox"/> Web address:		
CONTACT 3		<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> Email: <input type="checkbox"/> Web address:		
CONTACT 4		<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> Email: <input type="checkbox"/> Web address:		
CONTACT 5		<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> Email: <input type="checkbox"/> Web address:		
CONTACT 6		<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> Email: <input type="checkbox"/> Web address:		

For official use only	Week Being Verified	<input type="checkbox"/> Reschedule	WS Office Name or #	TeleCenter #	Staff Initials
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The Employment Security Department is an equal opportunity employer and provider of programs and services. Auxiliary aids and services are available upon request to persons with disabilities. Auxiliary aids may include qualified interpreters and telecommunication devices (TTY) for hearing or speech impaired individuals. Individuals with limited English proficiency may request interpretive services free of charge to the customer in order to conduct business with the department.

Job Search Log

NAME: SSN:

Keep this document for your records

INSTRUCTIONS: Please use black or blue ink only. Keep this Job Search Log for your records. Do not send it to us unless we ask for it. You must complete a log for each week you claim unemployment benefits. You must have a combined total of three employer contacts or approved job search activities each week. You can get more logs at your local WorkSource office or online at log.go2u.com.

We may call the employers listed to verify that you looked for work. We may ask you for a copy of your Job Search Log anytime up to 60 days past the end of your benefit year or 30 days past the receipt of any benefits, whichever is later. Providing false information is fraud which can result in a denial of unemployment benefits and additional penalties.

Employer Contacts and Job Search Activities

Date of Contact MO-DA-YR	Business Name & Complete Address or WorkSource Office	How Contact was Made (Include phone number or complete e-mail or web address for all contacts)	Contact Person or Job Reference No.	Position Applied For or Approved WorkSource Activity
CONTACT 1	Business/WorkSource Office Name Street, P.O. Box, or Web Address City, State and Zip Code	<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> E-mail: <input type="checkbox"/> Web address:		
CONTACT 2		<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> E-mail: <input type="checkbox"/> Web address:		
CONTACT 3		<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> E-mail: <input type="checkbox"/> Web address:		
CONTACT 4		<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> E-mail: <input type="checkbox"/> Web address:		
CONTACT 5		<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> E-mail: <input type="checkbox"/> Web address:		
CONTACT 6		<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> E-mail: <input type="checkbox"/> Web address:		

For official use only

Week Being Verified	<input type="checkbox"/> Reschedule	WS Office Name or #	TeleCenter #	Staff Initials
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Job Search Log

Keep this document for your records

NAME: SSN:

INSTRUCTIONS: Please use black or blue ink only. Keep this Job Search Log for your records. Do not send it to us unless we ask for it. You must complete a Log for each week you claim unemployment benefits. You must have a combined total of three employer contacts or approved job search activities each week. You can get more logs at your local WorkSource office or online at log.go2ui.com.

We may call the employers listed to verify that you looked for work. We may ask you for a copy of your Job Search Log anytime up to 60 days past the end of your benefit year or 30 days past the receipt of any benefits, whichever is later. Providing false information is fraud which can result in a denial of unemployment benefits and additional penalties.

Employer Contacts and Job Search Activities

Date of Contact MO-DA-YR	Business Name & Complete Address or WorkSource Office	How Contact was Made (Include phone number or complete e-mail or web address for all contacts)	Contact Person or Job Reference No.	Position Applied For or Approved WorkSource Activity
CONTACT 1	Business/WorkSource Office Name Street, P.O. Box, or Web Address City, State and Zip Code	<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> Email: <input type="checkbox"/> Web address:		
CONTACT 2		<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> Email: <input type="checkbox"/> Web address:		
CONTACT 3		<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> Email: <input type="checkbox"/> Web address:		
CONTACT 4		<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> Email: <input type="checkbox"/> Web address:		
CONTACT 5		<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> Email: <input type="checkbox"/> Web address:		
CONTACT 6		<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....) <input type="checkbox"/> Fax: <input type="checkbox"/> Email: <input type="checkbox"/> Web address:		

For official use only	Week Being Verified	<input type="checkbox"/> Reschedule	WS Office Name or #	TeleCenter #	Staff Initials
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The Employment Security Department is an equal opportunity employer and provider of programs and services. Auxiliary aids and services are available upon request to persons with disabilities. Auxiliary aids may include qualified interpreters and telecommunication devices (TTY) for hearing or speech impaired individuals. Individuals with limited English proficiency may request interpretive services free of charge to the customer in order to conduct business with the department.

Comments

If you have anything that you would like to tell us about the information in this booklet, please provide your comments below. Tear this sheet out and mail it to:

Employment Security Department
Unemployment Insurance Division
UI Policy Unit
PO Box 9046
Olympia, WA 98507-9046

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